

HOW TO GET A SOFA License (USFJ Form 4EJ)

You must possess a SOFA License (USFJ Form 4EJ) to operate a privately owned vehicle (POV) in Japan.

Here is the step to get a SOFA License;

1. Attend the SOFA licensing class and take the written exam at Bldg.146, Rm. 109.



The following items are needed to attend the class;

- **Valid stateside driver's license**: Renew or update your stateside driver's license prior to arriving to NAF Atsugi. You will not receive a SOFA license if your stateside license is expired.
- **Valid military ID card.**
- Service members and spouses: **Permanent change of station (PCS) Orders.**
- Civilian Employees and spouses: **Letter of Employment (LOE).**
- Civilian Contractors and spouses: **Letter of Authorization (LOA).**
- **Application form**: service members E4 and below must have a supervisor's signature on the application form. Dependents must have a sponsor's signature on the application form.



If one of the required documents is missing, you are not allowed to attend the class. You must come back to the next available class with all the required documentation.

2. SOFA license will be issued upon full completion of AOB/ICR.

If you need more information about the SOFA license class and SOFA license, please contact Atsugi Licensing Office.

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