



374 SFS PASS PROCEDURES FOR SOFA LICENSE 4EJ AND RENEWAL



NOTE: Any personnel PSCing from another USFJ base or have a current Japanese license are not required to take the driver's test but must attend the local condition briefing at the AFRC.

NOTE: Only 50 slots are available for the driver's course on a first come first served basis, if filled, the individual will be notified and placed for the following week's course.

❖ Issuing Procedures for SOFA license 4EJ:

- Complete the **374 AW Form 50** at least 1 day prior to class (**NO Walk Ins**). The form can be found at 374 SFS/Pass and Registration (B993), or you can obtain a copy from your unit's Command Support Staff.
- Submit form in person at Pass and Registration or email form to 374sfs.s5p@us.af.mil.
- Attend driver's course at the Airman Family Readiness Center (B535). The course is offered after newcomer's briefing at 1130.

❖ Procedures for SOFA license 4EJ Renewal or Lost:

- *For Active-Duty Military.* Bring a copy of your SURF to Pass and Registration with your 4EJ (Renewals only) and stateside driver's license for issuance of new license.
- *For Civilians/Contractors.* Bring a copy of your orders (federal civilian) or LOE/LOA (contractors) to Pass and Registration with your 4EJ (Renewals only) and stateside license for issuance of new license.

If you have any questions, please call 225-8333