



## 374th AIRLIFT WING

# MARRIAGE TO FOREIGN NATIONAL CHECKLIST

Process Reference		
AFI 36-2609	Marriage in Overseas Commands	
Purpose	This checklist will guide you through the steps to marry a foreign national.	
Pre-Marital Actions		
Step	Action POC	Action Required
1	Member and Fiancée/Fiancé	Sponsor must contact First Sergeant to schedule & attend the marriage seminar (Fiancé is highly encouraged to attend). A signed memo is given after completion of this seminar & is needed if seeking Command Sponsorship.
2	Member and Fiancée/Fiancé	Pre-marital briefing by Base Legal Office. Contact Airman and Family Readiness Center to sign up. You will obtain a briefing memorandum needed for your approval letter. <i>(Note before you leave the legal office review step 8).</i>
3	Member and Fiancée/Fiancé	Obtain original copies of any divorce decrees if previously married. This will be routed with commander approval letter. Translation of documents not in English required.
4	Member	Report to unit security manager and notify of your intent to marry a foreign national.
5	Member	Report to your unit commander to be counseled on important considerations when marrying a foreign national. See AFI36-2609 Attachment 2
6	Member and Fiancée/Fiancé	Marry according to the laws of the country in which you will marry (a brochure "Marriage in Japan" is available at the legal office)
Post Marriage Actions		
Step	Action POC	Action Required
1	Member	Translate marriage documents into English. Base legal office provides a list of translators and forms. Translations must be notarized. Military OneSource is also available to use for free at <a href="http://www.militaryonesource.mil/-/documenttranslation-services-from-military-onesource">http://www.militaryonesource.mil/-/documenttranslation-services-from-military-onesource</a>
2	Member and Spouse	Go to FSS Customer Service and enroll spouse in DEERS, bring 2 forms of photo ID (spouse), notarized translation and original marriage documents
3	Member or Spouse	Proceed to the TRICARE Operations & Patient Administration office to enroll spouse in TRICARE
Command Sponsorship Actions		
1	Member	Go to the link below and follow all steps on Command Sponsorship <a href="https://usaf.dps.mil/sites/yokota/374AW/374MSG/374FSS/FSP/Command%20Sponsorship/Forms/AllItems.aspx">https://usaf.dps.mil/sites/yokota/374AW/374MSG/374FSS/FSP/Command%20Sponsorship/Forms/AllItems.aspx</a>