



# EXEMPTION VIGNETTE CHECKLIST

RAF Alconbury, Bldg 671, CSS

Hours of Operation: Mon-Weds & Fri 0900-1500

\*\*\*Appointments are Mandatory\*\*\* <https://423fsscscs.setmore.com/>



Book now

## For DOD Military Dependents

### For All Applicants:

- Dependent(s) no-fee passport (s)
  - Tourist is ONLY acceptable in two circumstances:
    - A Non-U.S. citizen who has a non-U.S. tourist passport
    - Separated/retired mil-to-mil member who has become a dependent
- TWO (2) visa photos (45mm high x 33 mm wide) for each applicant
- TWO (2) special delivery envelopes with postage paid up to 500 grams each (silver/grey from a British post office) – no matter the number of vignettes being requested, only two envelopes are necessary
  - Postage can be annotated on the envelope or individual stamps can be placed on the envelope to meet weight requirement
- Sponsor's PCS orders to United Kingdom
- Sponsor's SURF from AMS or Career Data Brief from vMPF
  - For applicants whose sponsor belongs to another branch of service – we need a system generated document from your personnel system of record that includes the following information for you:
    - Date of Birth
    - Date Arrived on Station in the UK
    - DEROS (end of UK tour date)

### PHOTO GUIDANCE

Must be taken within the last 6 months, no glasses, no hair obscuring the face, no military uniform, off/white background, collared shirt  
Cannot be the same photo taken for passport

#### Locations to Obtain Photos:

Base Public Affairs office:  
DSN: 268-3820 / Comm: 01480 843820

TESCO Photo Booth

### Additional Requirements For Dependent(s) Not On Original PCS Orders:

#### A. Children Born in the United Kingdom

- British birth certificate (long green form) or Consular Report of Birth Abroad (CRBA)
- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

#### B. Mil-to-Mil Member Who Separates/Retires and Becomes a Dependent

- Applicant's approved separation/retirement orders
- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

#### C. Acquired Dependent (s) – i.e. new spouse, adopted, step-child, secondary dependency determination, etc.

- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

Please note: We will not hold on to any documents or complete any forms online for the member. Failure to provide all required documents correctly filled out will result in appointment being rescheduled.

For additional information or questions, please email [423fss.csscommanderssupportstaff@us.af.mil](mailto:423fss.csscommanderssupportstaff@us.af.mil)

Call DSN: 268-4357 opt. 1 or Comm: 01480 844357 opt. 1