

HELP, I need a PASSPORT! What Do I DO?

Step by Step Guidance for a Smoother Transition down that “Yellow Brick” PASSPORT ROAD

TSgt Anjelica C. Kaylor, Customer Support Section Chief. Anjelica.kaylor@mildenhall.af.mil

100 FSS/PASSPORT OFFICE: Mon-Fri APPOINTMENTS: 0900-1400. Thurs Walk in: 1300-1700

TABLE OF CONTENTS

PAGE 1.	FREQUENTLY ASKED QUESTIONS
PAGE 2.	TYPES OF PASSPORTS, PASSPORT FEES & PAYMENT OPTIONS, TYPES OF APPLICATIONS
PAGE 3.	WHAT TO BRING TO A PASSPORT APPOINTMENT
PAGE 4.	WHAT ABOUT VISAS, HELPFUL LINKS
PAGE 5.	TOURIST PASSPORT – CUSTOMER INSTRUCTIONS
PAGE 6.	OFFICIAL PASSPORT – CUSTOMER INSTRUCTIONS
PAGE 7.	NO FEE PASSPORT – CUSTOMER INSTRUCTIONS
PAGE 8.	CRBA NO FEE PASSPORT – CUSTOMER INSTRUCTIONS *RECOMMENDED
PAGE 9.	CRBA TOURIST PASSPORT – CUSTOMER INSTRUCTIONS *FOR EMERGENCY USE

➤ FREQUENTLY ASKED QUESTIONS

- 1. I am active duty. What type of passport should I have?** A TOURIST PASSPORT for leisure travel & an OFFICIAL PASSPORT if required by your unit for TDY’s & DEPLOYMENTS (see page 5 & 6)
- 2. Being stationed in the UK, what passports should my dependents have?** Your dependents should have a TOURIST PASSPORT for leisure travel & a NO FEE PASSPORT for VISA placement & entry back into the UK after travels (see page 5 & 7)
- 3. How long do PASSPORT PROCESSING take? Between 8-12 weeks for processing.** This can be longer or shorter depending on the amount of passports processing & time of year. Rule of THUMB- Don’t WAIT till LAST MINUTE to apply.
- 4. Can I get my passport EXPEDITED?** No. If needing to travel before the normal 8-12 week processing, place travel date on application in “travel plans” & ask agent for a push note to be placed with application. Push notes are utilized in specific circumstances, NOT LAST MINUTE TRIP PLANNING. Normal processing time for travel passports is 3-4 weeks. Any travel dates before this time frame should contact the London Embassy to schedule a face to face Emergency passport: londonpassports@state.gov [44] (20) 7499-9000
PHYSICAL ADDRESS (GPS & GOOGLE MAPS) 24 GROSVENOR SQUARE, LONDON W1A 2LQ UNITED KINGDOM
- 5. Can I go to the EMBASSY to apply for an EMERGENCY NO FEE PASSPORT?** No. The EMBASSY NO LONGER process’s EMERGENCY NO FEE PASSPORTS unless EMERGENCY circumstances like medical evacuation, orders for PCS. **EMERGENCY TOURIST passports are issued on case-by-case basis, if full validity tourist passport cannot be obtained in time for travel AND if evidence of an EMERGENCY can be provided.** These cases are handled STRICTLY via approval from the EMBASSY through ONLINE appointment scheduling. For contact INFO. <http://london.usembassy.gov/contact.html>
- 6. I am applying for an OFFICIAL passport & I don’t have any other passports, what do I need?** Your Original BC with raised seal, military ID, Letter from your UDM, 2 Passport PHOTOS, money order (to US Disbursing Officer) or Credit Card payment of \$135.00.
- 7. I am applying for an OFFICIAL passport & I have a TOURIST passport, what do I need?** Your tourist passport (for submission with application- it will be returned when official comes back), military ID, Letter from your UDM, 2 Passport PHOTOS, money order (to US Disbursing Officer) or Credit Card payment of \$110.00.
- 8. I am applying for a 2nd OFFICIAL. I have an OFFICIAL & a TOURIST passport. What do I need?** Bring in passports (agent will go over temporary SURRENDER procedures), your original BC with raised seal, military ID, Letter from your UDM, 2 Passport PHOTOS, money order (to US Disbursing Officer) or Credit Card payment of \$110.00.
- 9. Does my family have to be present for PASSPORT appointments if I bring ALL documentation?** Yes. All dependents that you are applying for must be present for photo/ID verification before processing can continue. Both parents MUST be present for dependent applications to sign in front of agent.

10. Who should I contact for QUESTIONS & CONCERNS? First & FOREMOST the 100 FSS/PASSPORT OFFICE (org box) 100fss.passport@mildenhall.af.mil for a response within 72 hours.

➤ **TYPES OF PASSPORTS**

Official	No-Fee	Tourist	CRBA-No Fee	CRBA-Tourist
-----------------	---------------	----------------	--------------------	---------------------

Official Passport: Used for MILITARY personnel to travel in an OFFICIAL capacity.

No-fee Passport: Issued to ELIGIBLE military DEPENDENTS for authorization of their OFFICIAL travel with their military sponsor.

Tourist Passport: Used by military members, eligible dependents, civilians and retirees for LEISURE travel.

CRBA (CONSULAR REPORT of BIRTH ABROAD): Issued to NEWBORN children born to military parent(s) while serving Overseas.

CRBA No-Fee Passport: Issued to NEWBORN dependents for authorization of their OFFICIAL travel with their military sponsor.

CRBA Tourist Passport: Issued to NEWBORN dependents for leisure travel with their military sponsor.

➤ **PASSPORT FEES & PAYMENT OPTIONS**

Official - 0.00	No-Fee - 0.00	Tourist : 135.00 for adult initial 110.00 for adult renewal/submitting passport with application. 105.00 for minors (>16)	CRBA-No Fee : 100.00 for CRBA	CRBA-Tourist : 205.00 for CRBA + Passport
------------------------	----------------------	---	--------------------------------------	---

- All major credit cards accepted: Credit card forms provided on website.
- Money order: Payable to US DISBURSING OFFICER

➤ **TYPES OF APPLICATIONS - Which application DO I USE?**

<i>DS-11</i>	<i>DS-82</i>	<i>DS-5504</i>
<ul style="list-style-type: none"> • Applying for a first time passport 	<ul style="list-style-type: none"> • Renewing a current/expired passport 	<ul style="list-style-type: none"> • Applicants renewing tourist passport from EMERGENCY tourist.
<ul style="list-style-type: none"> • Applicant under age 16 	<ul style="list-style-type: none"> • Submitting passport with application 	<ul style="list-style-type: none"> • Applicants changing name from that listed in current passport (i.e. marriage, divorce)
<ul style="list-style-type: none"> • Renewing passport older than 15 years 		
<ul style="list-style-type: none"> • Applicants w/ LOST, STOLEN or MUTILATED passport(s) 		

➤ WHAT DO I BRING WITH ME TO AN APPOINTMENT?

1. **COMPLETED APPLICATION.** (DS-11 or DS-82). Log onto website: <https://pptform.state.gov/PassportWizardMain.aspx> & answer the questions, PASSPORT WIZARD will put you on the correct form. APPLICATION MUST have a BARCODE. DO NOT SIGN. Must be signed during appointment in front of PASSPORT AGENT.
2. **2 PASSPORT PHOTOS.** Photos can be taken in ARTS n CRAFTS CENTER on Mildenhall, CO-OP or Sainsbury in Mildenhall Village, KODAK EXPRESS on Lakenheath or ELECTRIC AVENUE on Lakenheath. Photos cost an estimated \$6-\$8 & reimbursable by Finance.
3. **MILITARY ID.** Make sure to bring ID for photo copying and submission with application.
4. **EXPIRED PASSPORT.** (If applicable & if renewing). This must be submitted with application for renewal. We WILL NOT accept photo copies.
5. **UDM LETTER.** (If applicable) MANDATORY for ALL OFFICIAL PASSPORTS, initial & secondary. Not for renewals.
6. **ANY PASSPORTS IN YOUR POSSESSION.** The Embassy & State Department REQUIRE the MOST CURRENT PASSPORT in your possession to be submitted with ANY application. All surrendered passports will be returned UNLESS expired.
Example: If applying for an OFFICIAL passport & own a TOURIST passport, the TOURIST MUST BE turned in with application for processing. Tourist passport will come back with NEW OFFICIAL once processing is completed.
7. **ORIGINAL BIRTH CERTIFICATE w/ RAISED SEAL.** (If applicable) Mandatory for all applicants under 16. Mandatory for all FIRST TIME applicants of ANY passport. Mandatory for ALL APPLICANTS applying for TOURIST & unable to surrender OFFICIAL PASSPORT due to OFFICIAL DUTIES. If you DO NOT have a BIRTH CERTIFICATE, the following link is recommended to order one: VITAL CHECK - <http://www.vitalchek.com/> * Website can also be used for Marriage license & Divorce decrees. Fees & Processing times vary due to PLACE of Birth, Marriage & Divorce.

*Naturalization Certificate or Consular Report Birth Abroad (CRBA) also accepted in place of birth certificate. ORIGINALS REQUIRED.
8. **ORIGINAL MARRIAGE LICENSE.** (If applicable) MANDATORY for CRBA packages.
9. **ORIGINAL PROOF OF NAME CHANGE.** (If applicable) Marriage license, Divorce Decree or Court Order
10. **DS 3053- STATEMENT OF CONSENT.** (If applicable) Required for all minors (under 16 yrs) when a parent is not in the country to sign application (i.e. divorce, legal separation)
11. **PAYMENT.** Credit card form or Money order (see payment amounts above)

➤ APPLICATION ASSISTANCE: MOST COMMON MISTAKES.

- **About applicant:** MUST provide FULL First, Middle & Last Name
- **Mailing address:** 100 FSS/FSMPS RAF MILDENHALL
BURY ST EDMUNDS SUFFOLK IP28 8NG UNITED KINGDOM
- **Is This YOUR PERMENANT ADDRESS?** NO. Provide your PHYSICAL LOCAL ADDRESS here in the UK
- **Parent's Information:** Need both parents FULL First, Middle & Last Name. Mother's MAIDEN last Name. City and/or STATE of Birth & Birth date.
- **Occupation:** MILITARY/ CHILD/ or HOMEMAKER
- **Employer:** US AIR FORCE /STUDENT/ or NOT APPLICABLE
- **Permanent Address:** MUST BE PHYSICAL, LOCAL ADDRESS here. NO PSC Address's will be accepted.
- **Emergency Contact:** PREFERABLY STATESIDE contact with STATESIDE address. If SELF or SPOUSE used, must list PHYSICAL LOCAL ADDRESS for Address.
- **Travel Plans:** MUST HAVE TRAVEL PLANS. If have NONE, use default: 1st day of month 2 months from date of application. 2 weeks (for duration) USA, FRANCE, GERMANY (for countries to be visited)

➤ WHAT ABOUT VISAS? A FEW TIPS.

- Visas can be RENEWED for WITHIN 6 MOS PRIOR to expiration.
- VISAS are placed in NO FEE PASSPORTS ONLY, in the United Kingdom
- ALL DEPENDENTS are required to have NO FEE PASSPORTS with VISAS
- VISA FEES:
 - PEO: Main applicant £850 / Dependant £425
 - UK Border Agency Public Enquiry Office (PEO)
- *All major credit cards accepted, Government Travel Card and/or Cashier's Check
- VISA FEES are REIMBURSABLE through FINANCE on DD FORM 1351-2 (Travel Voucher.) See attachments for reimbursement forms or the PASSPORT OFFICE.
 - To be eligible for reimbursement the VISA must be for a COMMAND SPONSORED dependent. This can be for any member ON YOUR ORDERS, a NEW BORN child, or in certain situations an approved command sponsored dependent. The VISA requirement is unique to the UK & certain items are needed in order to be reimbursed. (NOTE: Dependents brought over at personal expense are NOT AUTHORIZED to be reimbursed.) ~ 100 CPTS
- VISAS take 3 weeks to PROCESS
- ALL VISAS have a closing/processing date ONCE A MONTH. Contact the VISA office for those dates.
- SPOUSES can apply for SELF & DEPENDENTS w/ applicable forms: DD form 1172 DEERS print-out from Customer Support/ID Section, Copy of Sponsors orders to the UK, SURF or Proof of Service Statement (from VMPF) showing current DEROS, VISA PHOTOS & Cashier Check made out to: HOME OFFICE LEAVE TO REMAIN
- APPOINTMENTS can be made via email to ORG BOX 100 FSS/Passport OFFICE for sit-down session/ application walk-thru & review

➤ HELPFUL LINKS

https://pptform.state.gov/PassportWizardMain.aspx	PASSPORT WIZARD - For Applications
http://www.vitalchek.com/	FOR BIRTH CERTIFICATES/MARRIAGE LICENSE, DIVORCE DECREES
http://travel.state.gov	STATE DEPARTMENT
www.ukba.homeoffice.gov.uk	VISA ONLINE WEBSITE
https://www.fcg.pentagon.mil/fcg.cfm	FOREIGN CLEARANCE GUIDE
http://london.usembassy.gov/contact.html	US EMBASSY IN LONDON
http://www.visa4uk.fco.gov.uk/ApplyNow.aspx	ONLINE VISA APPLICATIONS
100fss.passport@mildenhall.af.mil	100 FSS/PASSPORT OFFICE

TOURIST PASSPORT

(Tourist passport processing will take APPROXIMATELY 3-6 weeks from Mail Out Date)

These instructions are for:

1. First time passports
2. Renewal passports
3. Renewing passport older than 15 years
4. Lost or stolen passport

ITEMS REQUIRED FOR APPOINTMENT:

- DS-11, DS-82 or DS 5504 (Name Change) (*Passport Wizard will generate correct form from questions answered*)
- ALL APPLICANTS REQUIRING PASSPORT
- **SSN for infants is 000-00-0000**
- 2 photos – FROM ARTS N CRAFTS CENTER ON MILDENHALL OR ELECTRIC AVENUE ON LAKENHEATH
- Military ID card
- Expired passport (*IF RENEWING*)
- **ALL PASSPORTS** in your possession
- Proof of U.S Citizenship (*Originals ONLY*) *Birth Certificate, Consular Report Birth Abroad (CRBA), or Naturalization Certificate*
- Proof of name change (if applicable) (*Marriage Certificate, Divorce Decree, Court order changing name.*)
- DS 3053 – STATEMENT OF CONSENT is required for all minors (under 16 yrs) when a parent is not in country to sign
- **2 PREPAID ROYAL MAIL “SPECIAL DELIVERY” ENVELOPES.** (Envelopes are silver/gray and available at UK Post Office or Co OP)
-Packaging & Mailing will be handled by PASSPORT OFFICE
-Prepaid Self addressed envelope should have up to 500 GRAMS of paid postage

*Packages are mailed to: PASSPORT-BY-MAIL SERVICE
AMERICAN CITIZEN SERVICES
U.S. EMBASSY
5 UPPER GROSVENOR STREET
LONDON, W1A 2LQ

- **Payment: PAYMENT MUST BE EXACT AMOUNT**
 - Money Order (made payable to “U.S. Disbursing Officer”)
 - ADULT FIRST TIME ISSUANCE: \$135
 - ADULT RENEWAL: \$110
 - ALL MINOR PASSPORTS: \$105

Note :

- Passport application must be typed and printed from the following link: Applications from other source not accepted.
 - http://travel.state.gov/passport/forms/forms_847.html or GOOGLE- Passport Wizard
- All addresses must be physical residences. **NO PSC/APO ADDRESSES.**
- Use **YOUR LOCAL PHYSICAL ADDRESS** for “ Mailing Address”
- **Application MUST INCLUDE travel plans.** If you don’t have any, please use following default:
 - DATE OF TRIP: 1 MONTH FROM THE DATE OF APPLICATION
 - DURATION OF TRIP: 2 WEEKS
 - COUNTRIES TO BE VISITED: UNITED STATES, ITALY, FRANCE, GERMANY
- For PREVIEW, you are encouraged to send completed application & contact phone # to the 100 FSS/PASSPORT OFFICE org box. 100fss.passport@mildenhall.af.mil You will be contacted within 72 hours for appointment scheduling.

For questions, contact the PASSPORT/VISA OFFICE at DSN 238-2858/5301/3490 0163854 2858/5301/3490.

OFFICIAL PASSPORT
(Official passports take APPROXIMATELY 6-8 weeks to process)

These instructions are for:

5. **MILITARY / DOD CIVILIAN ONLY**
6. **Renewing a current official passport**
7. **Applying for a first time official passport**

ITEMS REQUIRED FOR APPOINTMENT:

- DS-11 or DS-82 (**Passport Wizard will generate correct form from questions answered**)
 - 2 photos – **FROM ARTS & CRAFTS (MILDENHALL) or ELECTRIC AVENUE (LAKENHEATH)** - Fees are reimbursable through Finance.
 - Military ID card
 - Expired passport (**IF RENEWING**)
 - **ALL PASSPORTS** in your possession
 - Proof of U.S Citizenship – **If NOT turning in a PASSPORT (Originals ONLY) Birth Certificate, Consular Report Birth Abroad (CRBA), or Naturalization Certificate**
 - Proof of name change (if applicable) (**Marriage Certificate, Divorce Decree, Court order changing name.**)
 - **MFR from your UDM** or CC stating why you need the Official passport
 - i.e. “Member requires an Official passport for mission requirements during his/her assignment at RAF Mildenhall” or “Member has a tasking to deploy to _____ for ____ months and requires an Official Passport”
- *NOTE: If you need an Official passport for a PCS, please bring in the verbiage that states that requirement. Outbound assignments can help you with that (238-4141/2479)**
- **MFR from your UDM or CC** stating why you need to retain your Tourist Passport (for official duties only) If TOURIST PASSPORT is the ONLY one in your possession.
 - i.e. “Member is required to retain the TOURIST passport in his/her possession due to official duties. The Tourist passport is the only passport currently in their possession.

NOTES:

- Passport application must be typed and printed from the following link:
 - http://travel.state.gov/passport/forms/forms_847.html or GOOGLE- Passport Wizard
- Applications from any other source will not be accepted.
- All addresses must be physical residences. NO APO ADDRESSES.
- **Use the following address for “Mailing Address” (Block 6 of application ONLY)**
 - STREET/RFD: 100 FSS/FSMPS RAF MILDENHALL**
 - CITY: BURY ST EDMUNDS SUFFOLK**
 - ZIPCODE: IP288NG**
 - IN CARE OF: UK**
- **BLOCK 17 MUST BE YOUR PHYSICAL ADDRESS (LOCAL)**
- **Application MUST INCLUDE travel plans.** If you don't have any, please use following default:
 - **DATE OF TRIP: 2 MONTHS FROM THE DATE OF APPLICATION COMPLETED**
 - **DURATION OF TRIP: 2 WEEKS**
 - **COUNTRIES TO BE VISITED: SOUTH AFRICA**
- **DO NOT SIGN APPLICATION!** Applications must be signed in front of a passport agent. Applications signed upon arrival to appointment will be denied.
- Handwritten applications will not be accepted.
- Pen/Ink changes will not be accepted.
- Incorrect forms will not be accepted (**MUST have “Bar Code”**)
 - For PREVIEW, you are encouraged to send completed application & contact phone # to the 100 FSS/PASSPORT OFFICE org box. 100fss.passport@mildenhall.af.mil You will be contacted within 72 hours for appointment scheduling.

If you have any questions or concerns, please feel free to contact the PASSPORT/VISA OFFICE at DSN 238-2858 or 238-3490 01638542858/3490.

NO-FEE PASSPORT

(No-Fee passports take APPROXIMATELY 6-8 weeks to process)

These instructions are for:

8. **DEPENDENTS ONLY**
9. **Renewing a current no-fee passport**
10. **Applying for a first time no-fee passport**

ITEMS REQUIRED FOR APPOINTMENT:

- DS-11 or DS-82 (*Passport Wizard will generate correct form from questions answered*)
- 2 photos – **FROM ARTS AND CRAFTS CENTER on MILDENHALL** (CANNOT take photos in UNIFORM)
- Military ID card
- Expired passport (**IF RENEWING**)
- **ALL PASSPORTS** in your possession
- Proof of U.S Citizenship (**Originals ONLY**) *Birth Certificate, Consular Report Birth Abroad (CRBA), or Naturalization Certificate*
- Proof of name change (if applicable) (*Marriage Certificate, Divorce Decree, Court order changing name.*)
- DS 3053 – STATEMENT OF CONSENT is required for all minors (under 16 yrs) when a parent is not in country to sign (i.e. divorce, legal separation)

Note 1:

- Passport application must be typed and printed from the following link:
 - http://travel.state.gov/passport/forms/forms_847.html or **GOOGLE- Passport Wizard**
- Applications from any other source will not be accepted.
- All addresses must be physical residences. NO APO ADDRESSES.
- **Use the following address for “Mailing Address” ONLY**
 - STREET/RFD: 100 FSS/FSMPS RAF MILDENHALL**
 - CITY: BURY ST EDMUNDS SUFFOLK**
 - ZIPCODE: IP288NG**
 - IN CARE OF: UK**

Use your local resident or home of record address for “Permanent Address”
- **BLOCK 17 MUST BE YOUR PHYSICAL ADDRESS (LOCAL)**
- **Application MUST INCLUDE travel plans.** If you don't have any, please use following default:
 - **DATE OF TRIP: 2 MONTHS FROM THE DATE OF APPLICATION COMPLETED**
 - **DURATION OF TRIP: 2 WEEKS**
 - **COUNTRIES TO BE VISITED: UNITED STATES, GERMANY, FRANCE**
- **DO NOT SIGN APPLICATION!** Applications must be signed in front of a passport agent. Applications signed upon arrival to appointment will be denied.
- Handwritten applications will not be accepted.
- Pen/Ink changes will not be accepted.
- Incorrect forms will not be accepted (**MUST have “Bar Code”**)
- * For PREVIEW, you are encouraged to send completed application & contact phone # to the 100 FSS/PASSPORT OFFICE org box. 100fss.passport@mildenhall.af.mil You will be contacted within 72 hours for appointment scheduling.

If you have any questions or concerns, please feel free to contact the PASSPORT/VISA OFFICE at DSN 238-2858 or 238-3490 01638542858/3490.

Consular Report of Birth Abroad (CRBA) w/No-Fee PASSPORT

(Please be aware that this process takes up to 20 weeks to process)

I am aware this process takes up to 20 weeks to process: _____

Applicant name

Sponsor(s) name

Sponsor(s) Signature

These instructions are for:

11. Newborns
12. Issuance of American birth certificate
13. Issuance of NO-FEE passport

ITEMS REQUIRED FOR APPOINTMENT:

- DS-11 (*see Note 1*)
- DS-2029 (American birth certificate form)
- Newborns UK birth certificate
- 2 photos – **FROM ELECTRIC AVENUE ON LAKENHEATH** (MAKE SURE CHILD HAS ON DARK COLORS)
- Military ID cards (both parents)
- Parents Passports (if applicable)
- Parents Birth Certificates (if not turning in PASSPORTS)
- Marriage Certificate (if applicable)
- Divorce Decree (if applicable)
- Payment:
 - Money Order (made payable to “U.S. Disbursing Officer)
 - **\$100 for American birth certificate and No-Fee passport**
 - Payments must be exact amount
- DS 3053 – STATEMENT OF CONSENT is required for all minors (under 16 yrs) when a parent is not in country to sign (i.e. divorce, legal separation)

Note 1:

- Passport application must be typed and printed from the following link:
 - http://travel.state.gov/passport/forms/forms_847.html or (GOOGLE – PASSPORT WIZARD)
- Applications from any other source will not be accepted.
- **For SSN, write 000-00-0000**
- All addresses must be physical residences. NO APO ADDRESSES.
- **Use the following address for “Mailing Address” ONLY**
 - STREET/RFD: 100 FSS/FSMPS RAF MILDENHALL**
 - CITY: BURY ST EDMUNDS SUFFOLK**
 - ZIPCODE: IP288NG**
 - IN CARE OF: UK**
- **Use your local resident or home of record address for “Permanent Address”**
- **BLOCK 17 MUST BE YOUR PHYSICAL ADDRESS (LOCAL)**
- **Application MUST INCLUDE travel plans.** If you don’t have any, please use following default:
 - **DATE OF TRIP: 2 MONTHS FROM THE DATE OF APPLICATION COMPLETED**
 - **DURATION OF TRIP: 2 WEEKS**
 - **COUNTRIES TO BE VISITED: UNITED STATES, GERMANY, FRANCE**
- **DO NOT SIGN APPLICATION!** Applications must be signed in front of a passport agent. Applications signed upon arrival to appointment will be denied.
- Handwritten applications will not be accepted.
- Pen/Ink changes will not be accepted.
- Incorrect forms will not be accepted (**MUST have “Bar Code”**)

Consular Report of Birth Abroad (CRBA) w/TOURIST PASSPORT

CRBA/PASSPORT/SSN PROCESSING take between 4-8 WEEKS from Mail-Out date.

These instructions are for:

14. Newborns
15. Issuance of American birth certificate
16. Issuance of **Tourist** passport only

ITEMS REQUIRED FOR APPOINTMENT:

- DS-11 (*see Note 1*)
- DS-2029 (American birth certificate form)
- Newborn's UK birth certificate
- SSN APPLICATION: **For new baby SSN is 000-00-0000**
- The Applicant
- 2 photos – **FROM ARTS N CRAFTS CENTER ON MILDENHALL** (MAKE SURE CHILD HAS ON **DARK COLORS**)
- Military ID cards (both parents)
- Parents Passports (if applicable)
- Parents Birth Certificates (if not turning in PASSPORTS)
- Marriage Certificate (if applicable)
- Divorce Decree (if applicable)
- Payment:
 - Money Order (made payable to "U.S. Disbursing Officer)
 - **\$205 for American birth certificate and Tourist passport**
 - Payments must be exact amount
- DS 3053 – STATEMENT OF CONSENT is required for all minors (under 16 yrs) when a parent is not in country to sign (i.e. divorce, legal separation)
- **2 PREPAID ROYAL MAIL "SPECIAL DELIVERY" ENVELOPES.** (Available at any UK Post Office or CO OP in Mildenhall Village)
 - Packaging & Mailing will be handled by PASSPORT OFFICE
 - Prepaid Self addressed envelope should have up to 500 GRAMS of paid postage

*Packages are mailed to: PASSPORT-BY-MAIL SERVICE
AMERICAN CITIZEN SERVICES
U.S. EMBASSY
5 UPPER GROSVENOR STREET
LONDON, W1A 2LQ

Note :

- Passport application must be typed and printed from the following link: Applications from other source not accepted.
 - http://travel.state.gov/passport/forms/forms_847.html or GOOGLE- Passport Wizard
- All addresses must be physical residences. **NO PSC/APO ADDRESSES.**
- Use **YOUR LOCAL PHYSICAL ADDRESS** for " Mailing Address"

DO NOT SIGN APPLICATION! Applications must be signed in front of a passport agent.

Application MUST INCLUDE travel plans. If you don't have any, please use following default:

- DATE OF TRIP: 1 MONTH FROM THE DATE OF APPLICATION
- DURATION OF TRIP: 2 WEEKS
- COUNTRIES TO BE VISITED: UNITED STATES, ITALY, FRANCE, GERMANY
- For PREVIEW, you are encouraged to send completed application & contact phone # to the 100 FSS/PASSPORT OFFICE org box. 100fss.passport@mildenhall.af.mil You will be contacted within 72 hours for appointment scheduling.

CRBA FORM 2029 INSTRUCTIONS

BLOCK 1:

Child's FULL name

BLOCK 2:

Gender

BLOCK 3:

Date of Birth (Date, Month, Year)

BLOCK 4:

Time child was born

BLOCK 5:

Place of birth

- RAF Lakenheath
- Bury St Edmunds
- Cambridge
- Etc

BLOCK 6:

Father's full name

Mother's full name (MAIDEN name required)

BLOCK 7:

Father's DOB (Date, Month, Year)

Mother's DOB (Date, Month, Year)

BLOCK 8:

City, State & Country required

BLOCK 9:

Present address

- PHYSICAL address required
- NO APO, PO Box, etc

BLOCK 10:

If you do not have a PHYSICAL address in the USA, please use a family member or trusted friend

- PHYSICAL address required
- NO APO, PO Box, etc

BLOCK 11:

Evidence of Citizenship (will be mailed in with the package)

- US Passport
 - If US Passport is annotated, it *MUST* be mailed in with the package
- US Birth Certificate (ORIGINAL REQUIRED)
- Naturalization Certificate (ORIGINAL REQUIRED)
- Certified copies are not accepted

BLOCK 12:

Precise periods of physical presence in United States

- **EXAMPLE:**

FROM (MM-DD-YYYY)	TO (MM-DD-YYYY)
Mother/Father DOB	Date you left US for your 1 st OCONUS assignment or deployment
Date you returned CONUS	Date you left US for you 2 nd OCONUS assignment or deployment
Date you returned CONUS	etc

BLOCK 13:

Precise periods abroad in U.S. Armed Forces (time abroad as a military dependent counts!)

- **EXAMPLE:**

FROM (MM-DD-YYYY)	TO (MM-DD-YYYY)	BRANCH OF SERVICE
Date you left US for your 1 st OCONUS assignment or deployment	Date you returned CONUS	USAF
Date you left US for you 2 nd OCONUS assignment or deployment	PRESENT	

BLOCK 14:

Previous Marriages

ORIGINAL Divorce Decree is required from ALL applicable divorces

BLOCK 15:

Date of current marriage

City, State & Country of marriage

- ORIGINAL Marriage Certificate required
- Marriage Licenses are not accepted
- Certified copies are not accepted

BLOCK 16:

DO NOT fill out until the time of your appointment

MUST be witnessed by the passport agent

If you have any questions or concerns, please feel free to contact the PASSPORT/VISA OFFICE at DSN (238) 0163854-5301 0163854-2858 or 0163854-3490. 100fss.passport@mildenhall.af.mil (global) 100 FSS/PASSPORT OFFICE

MILDENHALL VISA CHECKLIST

NAME: _____

GRADE/SPONSOR: _____

DUTY PHONE: _____

HOME PHONE: _____

EMAIL: _____

- EXTENT TO STAY UK FORM FLR(O) VERSION 11/2010
- TWO VISA PHOTOS (GB PASS SIZE)
 - o 45mm high x 33 mm wide
 - o No sunglasses
 - o No tinted eyeglasses
 - o No hair across the eyes
 - o Neutral expression
 - o Sharp, Focused and Clear
- AD PCS ORDERS FOR CURRENT BASE OR RETIREE DD FORM 214
- BIRTH CERTIFICATE (Newborn)
- MARRIAGE CERTIFICATE
 - o If not on original PCS order
 - o Different last name
 - o Arrived in country w/o prior entry clearance visa
- APPROVED DEROS RIP/SURF OR PROOF OF SEVRVICE STATEMENT (IN VMPPF)
- DEERS RIP (1172)
- *CIVILIAN* LETTER OF CONTRACT/ORDERS
- *CIVILIAN* PAYSLEIPS (1 MONTH)
- BANKER DRAFT (Home Office Leave to Remain)
- Applicable Fee (check below)
 - o £850.00 - Primary (Adult)
 - o £425 – ea. Additional Dependent
 - o Child applicants individual applications and fee

TO BE COMPLETED BY PASSPORT/VISA OFFICE

- PROCESSING AGENT NAME/ID: _____