Exemption Vignette Checklist

100th Force Support Squadron

RAF Mildenhall Passport Office

Bldg. 436 Room 201

DSN: 238-2858

Comm: 314-238-2858

Hours: Mon – Fri

0830 – 1500

Email: 100fss.passport@us.af.mil

Appointments and Information

An Exemption Vignette is now an electronic **eVisa**. It serves as digital confirmation that a **Command Sponsored** dependent is **exempt from UK immigration control** under the Status of Forces Agreement (SOFA). The eVisa is linked to the holder's passport and shows their authorized residency in the United Kingdom for the duration of the service member's tour. While the exemption vignette is **not a mandatory requirement for living in the UK**, it is **required for off-base employment**, as employers must verify lawful residency and SOFA status through the eVisa system. It is also used for various UK administrative processes and must remain valid through the sponsor's Date Estimated Return From Overseas (DEROS).

WALK-INS are accepted for all Exemption Vignette Applications!

Checklist

You will need to bring the following documents to the Passport Office:

Original No-Fee Passport or Foreign Tourist Passport

TWO (2) 2X2 photos

Sponsors PCS orders

TWO (2) C4 Royal Mail envelopes – paid up to 500G (see example picture below)



***If your name is not on your sponsors PCS orders, additional documents are required:**

Command Sponsorship Letter

Original Marriage Certificate

SURF or Career Data Brief (if sponsors DEROS was extended)

NOTE: *The RAFM Passport Office **DOES NOT** provide photos for Exemption Vignettes. You can accomplish this at the RAF Lakeneheath Kodak Store located in the BX.*

Sponsor Information:

Full Name (Last, First Middle): _____

Rank/Grade: _____

Date of Birth (DDMMMYY): _____

Unit/Base: _____

Date Arrived Station (DDMMMYY): _____

Accompanied Tour (circle one): YES / NO

Tour DEROS: _____

Telephone: _____

Email: _____

UK Residency Address: _____

Dependent Information:

Full Name (Last, First Middle): _____

Email: _____

Date of Birth (DDMMMYY): _____

Nationality: _____ Relationship: _____

UK Entry Date: _____

Full Name (Last, First Middle): _____

Date of Birth (DDMMMYY): _____

Nationality: _____ Relationship: _____

UK Entry Date: _____