

## UK FLR (O) VISA

◆ Application Form: FLR(O):  
[http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro\\_formnew0420091.pdf%0D](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro_formnew0420091.pdf%0D)

- ◆ PASSPORT
- ◆ TWO VISA PHOTOS (GB PASS SIZE) - (Arts & Craft)
- ◆ ORIGINAL BRITISH BIRTH CERTIFICATE (Newborn): Long green form
- ◆ PCS ORDERS FOR ACTIVE DUTY MEMBER FOR CURRENT BASE
- ◆ APPROVED DEROS RIP/SURF OR PROOF OF SERVICE STATEMENT: IN MBR'S VMPF
- ◆ DEERS RIP (1172): FROM CUSTOMER SERVICE REP AT ID STATION
- ◆ **PAYMENT:** BANKERS DRAFT/CASHIERS CHECK made out to (Home Office Leave to Remain) or GTC accepted but member must assure amount is valid otherwise application will be declined

You will require Biometrics but this process will be explained at your Visa application review.

## DOD/CONTRACTORS/CIVILIAN SPONSORS FLR(O) VISA APPLICATION

[http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro\\_formnew0420091.pdf%0D](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro_formnew0420091.pdf%0D)

### PAYMENT DETAILS:

Block 1: Physical address UK address  
Block 2: Sponsor's full name  
Block 3: Child's full name  
Block 4: Child's date of birth  
Payment Details 5-12 leave blank (agent will help complete at appointment)

### SECTION 1: APPLICANT'S DETAILS

Blocks 1.1 – 1.3: complete  
Block 1.4: First name, middle name, last name  
Block 1.5: last name  
Block 1.7: American  
Block 1.8- 1.9: As in passport  
Block 1.10 - 1.13: leave blank  
Block 1.14-1.18: to be completed  
Block 1.19-1.20: leave blank

### SECTION 3: WHICH CATEGORY

tick box : A dependent of a member of an armed force (not HM Forces who should complete FLR(AF))

### SECTION 4: BIOMETRIC

4.1 – 4.3 - 4.5: tick all NO

4.10: Enter the parent's details that will be accompanying child at appointment

### SECTION 5: YOUR HOME & FINANCES

5.1: Tick Owned or rented by a relative or friend  
5.2 – 5.5 Tick all NO

### SECTION 6 PERSONAL HISTORY

6.1-6.13: complete as applicable

### SECTION 7 PHOTOGRAPHS

Tick top box only

### SECTION 8 : PASSPORTS, TRAVEL DOCUMENT OR NI CARD

8.1.1-8.2.4: complete as applicable

8.3-8.5.4: leave blank

### SECTION 9 – DOCUMENTS

9A All Applicants: tick as appropriate

### SECTION 10 - CONSENT FOR THE UKBA TO REQUEST VERIFICATION CHECKS

Page 35: Child's full name and address

One Parent to sign and state (parent) and date

Page 36: leave Blank

Page 37: Second parent to complete, sign and date

### SECTION 11 ; DECLARATION:

Same parent who signed at Page 35 to sign and date.



48 FSS PASSPORT & VISA OFFICE

RAF LAKENHEATH Bldg 977, Room G-55

48fss.passport@us.af.mil

DSN: 226-1210

COMM: 01638-52-1210

Hours of Operation

Tuesday -Friday - 0800-1430

Monday- CLOSED

**(APPOINTMENT ONLY)**



Consular Report of  
Birth Abroad



Passport



Social Security  
Number



UK Exemption Vignette  
(military)



UK FLR(O) (DOD/  
Contractors)



## MILITARY

### FIRST VISIT:

#### CONSULAR REPORT OF BIRTH ABROAD (CRBA)

(Google: <http://www.state.gov/documents/organization/156216.pdf> )

#### ITEMS REQUIRED FOR THIS VISIT ARE:

- ◆ Application forms DS2029
- ◆ Money Order for \$100 made payable to US Disbursing Officer
- ◆ 2 Large Prepaid Royal Mail "Special Delivery" Envelopes with postage paid up to 500 Grams (Envelopes are silver/gray) only available from UK Post Offices
- ◆ Parents Photo ID (military or DL) (a copy will be taken)
- ◆ ORIGINALS DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATIONS:
  - \* British Birth Certificate (long green form)
  - \* Parents' Marriage Certificate
  - \* Parents' Passports OR Birth Certificates OR Naturalization Certificate
  - \* Divorce Decrees if applicable
  - \* Any official name change documents if applicable

**Both parents and child need to attend appointment. If only one parent can attend appointment a DS-5507 has to be completed by the absent parent.**

Google: DS-5507: <http://www.state.gov/documents/organization/126018.pdf>

### SECOND VISIT:

**PASSPORTS (Dependent no fee & Tourist). If applying for both passports both applications can be submitted at the same time.**

**NO FEE PASSPORT: Every dependent is required to hold a no fee passport when stationed overseas.**

- ◆ No- Fee Passport Application (DS11) to be completed online and printed off.
- <http://travel.state.gov/content/passports/english/passports.html>

#### ITEMS REQUIRED:

- ◆ Application form: DS11
- ◆ 2 x passport photos;
- ◆ Parents Photo ID (a copy will be taken);
- ◆ CRBA

#### **TOURIST PASSPORT : (this is required for all personal travel)**

- ◆ Tourist Passport Application (DS11) to be completed online and printed off.
- <http://travel.state.gov/content/passports/english/passports.html>

#### ITEMS REQUIRED:

- ◆ Application form: DS11
- ◆ Money Order: \$105 made payable to U.S. Department of State
- ◆ 2 x passport photos;
- ◆ Parents Photo ID (military or DL) (a copy will be taken);
- ◆ CRBA

\* Certified Priority Mail envelope with Postage paid to :  
National Passport Processing  
PO BOX 90118 Philadelphia, PA, 19190-0118

**Both parents and child need to attend appointment. If only one parent can attend appointment a DS-3053 has to be completed by the absent parent.**

DS-3053 : <http://travel.state.gov/content/passports/english/passports/under-16.html>

## THIRD VISIT:

### UK EXEMPTION VIGNETTE :

- ◆ Sponsor's PCS Orders to the UK;
- ◆ Dependent's no fee passport;
- ◆ Dependent's British Birth Certificate
- ◆ 2 x visa photos;
- ◆ 1 x 500 gram Royal Mail Special Delivery Envelope;
- ◆ Command Sponsorship memo provided by MPS Career Development

### SOCIAL SECURITY NUMBER:

- ◆ SSN Application (SS5) can be handwritten: <http://www.ssa.gov/online/ss-5.pdf>

#### ITEMS REQUIRED:

- ◆ Application form: SSN ; \* 2 Large Prepaid Royal Mail "Special Delivery" Envelopes with postage paid
- ◆ CRBA up to 500 Grams (Envelopes are silver/gray) only available for UK Post Offices
- ◆ British Birth Certificate
- ◆ Passport
- ◆ Signing Parent's Photo ID
- ◆ Signing Parent's Passport

### GUIDANCE NOTES FOR CRBA

#### INFORMATION ABOUT THE CHILD:

Block 4. Place of Birth: what is stated on Birth Certificate: for example: CITY: RAF LAKENHEATH , BRANDON COUNTRY: UK

#### INFORMATION ON MOTHER/FATHER/PARENT

Block 9: Place of Birth: As is stated on parent's birth certificate.

Block 10: Physical UK mailing address

Use this address if Consular Report of Birth will be mailed: Tick YES Block 22 & 23: ANY other marriages. Any previous marriages List full name and date of marriage and divorce date. If no other marriages state NONE.

Block 24 & 25: If born in USA state from birth to first time moved out of USA and lived in another country (do not include TDYs or Deployments).

Block 26 & 27: For Military Member state all places you have lived abroad: IE RAF Mildenhall, UK and dates. For Spouse overseas state USAF Dependent and dates. If born to military parents state USAF Dependent and country .

Block 28: ONLY IF APPLICABLE .

### GUIDANCE NOTES FOR PASSPORTS

|                                | TOURIST   | NO FEE/OFFICIAL  |
|--------------------------------|---|--|
| Occupation/Employer            | CHILD/leave blank   |  |
| Social Security Number         | 000-00-0000   |  |
| Mailing address                | 48 FSS/PASSPORT OFFICE<br>UNIT 5187<br>APO, AE 09461                          | 48 FSS/PASSPORT OFFICE<br>BLDG 977, 1ST FLOOR<br>BRANDON<br>SUFFOLK IP27 9PN<br>UK |
| Is this your permanent address | NO : enter UK/US Address  | NO : enter UK/US Address   |
| Email/Phone Numbers            | Mandatory   |  |
| Departure Default Date         | 2 months from submitting application  | 2 months from submitting application   |
| Return Default                 | 2 weeks   | DEROS date   |
| Countries Default              | Spain, France   | UK/USA   |
| EMERGENCY CONTACT              | Family member who will not be travelling with child for example: Grandparent, |  |

## DOD/CONTRACTORS/CIVILIAN SPONSORS

### FIRST VISIT:

#### CONSULAR REPORT OF BIRTH ABROAD (CRBA)

(Google: <http://www.state.gov/documents/organization/156216.pdf> )

#### ITEMS REQUIRED FOR THIS VISIT ARE:

- ◆ Application forms DS2029
- ◆ Money Order for \$100 made payable to US Disbursing Officer
- ◆ 2 Large Prepaid Royal Mail "Special Delivery" Envelopes with postage paid up to 500 Grams (Envelopes are silver/gray) only available from UK Post Offices
- ◆ Parents Photo ID (military or DL) (a copy will be taken)
- ◆ ORIGINALS DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATIONS:
  - \* British Birth Certificate (long green form)
  - \* Parent's Marriage Certificate
  - \* Parents' Passports OR Birth Certificates OR Naturalization Certificate
  - \* Certificate
  - \* Divorce Decrees if applicable
  - \* Any official name change documents if applicable

**Both parents and child need to attend appointment. If only one parent can attend appointment a DS-5507 has to be completed by the absent parent.**

DS-5507: <http://www.state.gov/documents/organization/126018.pdf>

### SECOND VISIT (whatever is applicable):

#### OFFICIAL:

- ◆ Official Passport Application (DS11) to be completed online and printed off.

<http://travel.state.gov/content/passports/english/passports.html>

#### ITEMS REQUIRED:

- ◆ Application form: DS11
- ◆ 2 x passport photos;
- ◆ Parents Photo ID (a copy will be taken);
- ◆ CRBA

#### TOURIST PASSPORT :

- ◆ Tourist Passport Application (DS11) to be completed online and printed off.

<http://travel.state.gov/content/passports/english/passports.html>

#### ITEMS REQUIRED:

- ◆ Application form: DS11
- ◆ Money Order: \$105 made payable to U.S. Department of State
- ◆ 2 x passport photos;
- ◆ Parents Photo ID (military or DL) (a copy will be taken);
- ◆ CRBA

**Both parents and child need to attend appointment. If only one parent can attend appointment a DS-3053 has to be completed by the absent parent.**

PASSPORT: DS-3053 : <http://travel.state.gov/content/passports/english/passports/under-16.html>