

OFFICE OF THE STAFF JUDGE ADVOCATE 48TH FIGHTER WING, RAF LAKENHEATH, UK



PASSPORTS AND VISAS

The Passport Office in the MPF can assist with numerous passport and visa related topics. All dependents are required to carry a valid passport when traveling abroad. Dependents NOT on a European Community passport should have a current visa stamp in their passport granting permission to be in the UK.

Children born in the UK who are entitled to American citizenship MUST be registered at the US Embassy in London to obtain a Consular Report of Birth Abroad Certificate . Usually when the child is registered at the US Embassy, an application is made for a US passport and a social security number. If a child is a dual citizen they MUST always enter and exit the US on a US passport. If a person who is entitled to US citizenship travels into or out of the US on a foreign passport (e.g. a parent's British passport) they can be refused entry, and if they are allowed to travel, may have to pay a waiver fee either at the time OR when they apply for a US passport.

All non US citizens MUST obtain an Immigrant Visa (also known as a Resident Alien Card and a Greencard) BEFORE they can go and live permanently in the US . It does take several months to obtain an Immigrant Visa so be sure and apply in plenty of time or dependents may have to remain in the UK when it is time to PCS. If a person is married to, or adopts a non-US citizen, that does NOT give them the right to live in the US. They MUST apply for correct documentation to allow entry into the US for each non-US citizen dependent.

Anyone with an Immigrant Visa is advised to carry a copy of the military members orders showing them named as a dependent stationed overseas. It is the responsibility of the individual to prove to the Immigration Officer AT THE TIME of travel that they are accompanying a military member stationed overseas. A person holding an Immigrant Visa who

is outside the US for more than one year (unless on orders) is considered to have abandoned their intention to be a resident in the US and therefore their Immigrant Visa card is no longer valid and may be taken from them by Immigration. All time spent overseas on orders a person's card remains valid, but when they are no longer on orders, (e.g., military member retires) the one-year clock starts to tick. For that reason a person may consider applying to become a Naturalized US citizen (it does not always mean losing their original citizenship). People who have Conditional Immigrant Visa cards MUST apply to have the conditional status lifted within 90 days of expiration, even though a new card will not be issued until they return to the US. US Citizenship and Immigration Services, formerly known as Immigration and Naturalization Service (INS) will respond to the application to lift conditional status and that letter should be carried with the card and copy of orders when traveling to the US.

Anyone with an expired alien card who is overseas on orders should contact the passport office in the MPF to obtain a "boarding letter" (if entitled) to assist entry into the US.

Non US citizens MUST have a visa to travel to the US ON LEAVE BY A MILITARY FLIGHT. If the non-US citizen does not have an alien card they should obtain a tourist visa, application forms are available at the Passport Office in the MPF.

Military personnel need to be aware that not all countries will allow a person to enter their country when on leave with just a military ID card and leave orders. Some countries require a passport and others require a passport and a visa. For example, Turkey requires a military person on leave status in Turkey to have a passport and upon arrival, pay \$45 for a visa. According to the Foreign Clearance Guide military members are also required to have a passport to go on leave to Austria and Ireland.

Many non US and non EU passport holders now need a visa to go to Italy (regardless of length of stay). Contact the Italian Consulate in Bedford tel. 01234 356647 between 09:00 to 12:00 for further information.

Special Requirements for Children Under Age 14 As required by Public Law 106-113 Effective July 2, 2001

Effective July 2, 2001, Minors Under Age 14 MUST:

1. Provide Application Form DS-11

- [To download an application form, please click here.](#)
- Or, forms can be obtained from any passport agency or acceptance facility. (Call to check hours of availability.)
- Many travel agents stock application forms for their clients as well.

NOTE: Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

2. Submit Proof of U.S. Citizenship *(for minors under age 14)*

Note: Previous U.S. passports are not acceptable as proof of relationship to the applying parent(s)/guardian(s). Please see item #3 for documents that are acceptable as proof of relationship.

You will need to submit one of the following:

- Certified U.S. [birth certificate](#); or
- Previous fully valid U.S. Passport; or
- Report of Birth Abroad (Form FS-240); or
- Certification of Birth Abroad (Form DS-1350); or
- Certificate of Citizenship or Naturalization from BCIS.

NOTE: *A certified birth certificate has a registrar's raised, embossed, Impressed or multicolored seal, registrar's signature, and the Date the certificate was filed with the registrar's office, which must be within 1 year of your birth.*

A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:

- Listed the documentation used to create it **and**
- Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:

1. **Letter of No Record**

Issued by the state with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.

2. **AND as many of the following as possible:**

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

NOTES:

- *These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life.*

- *You may also submit an Affidavit of Birth, form DS-10A, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent.*

**NOTE: The following are
NOT proof of
citizenship**

- Voter registration cards
- Army discharge papers

[We have new information on foreign-born children adopted by U.S. citizens.](#)

NOTE: If you travel extensively, you may request a larger, 48-page passport at no additional cost. To do so, please attach a signed request for a 48-page passport to your application.

3. Present Evidence of Child’s Relationship to Parents/Guardians (*for minors under age 14*)

Note: Previous U.S. passports are not acceptable as proof of relationship to the applying parent(s)/guardian(s).

You will need to submit one of the following:

- Certified U.S. birth certificate (*with parents’ names*); or
- Certified Foreign Birth Certificate (*with parents’ names and translation, if necessary*); or
- Report of Birth Abroad (*Form FS-240*) (*with parents’ names*); or
- Certification of Birth Abroad (*Form DS-1350*) (*with parents’ names*); or
- Adoption Decree (*with adopting parents’ names*); or
- Court Order Establishing Custody; or
- Court Order Establishing Guardianship.

NOTE: If the parent(s)/guardian’s name(s) is/are other than that on these documents, evidence of legal name change is required.

4. Provide Parental Identification (*for minors under age 14*)

Each parent or guardian must submit one of the following:

- Valid Drivers License

- Valid Official U.S. Military ID
- Valid U.S. Gov't ID
- Valid U.S. or Foreign Passport with recognizable photo
- Naturalization/Citizenship Certificate from BCIS with recognizable photo
- Alien Resident Card from BCIS

NOTE: *Your Social Security Card does **NOT** prove your identity.*

If none of these are available, you will need:

1. **Some signature documents, not acceptable alone as ID**

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.)

AND

2. **A person who can vouch for you. He/she must**
 - Have known you for at least 2 years,
 - Be a U.S. citizen or permanent resident,
 - Have valid ID, and
 - Fill out a Form DSP-71 in the presence of the passport agent.

5. Present Parental Application Permission Documentation (*for minors under age 14*)

1. Both parents must appear together and sign - **OR**
2. One parent appears, signs, **AND** submits second parent's [Statement of Consent: Issuance of a Passport to a Minor Under Age 14, Form DS-3053](#) authorizing passport issuance for the child - **OR**
3. One parents appears, signs, and submits primary evidence of sole authority to apply (such as *one* of the following):
 - Child's certified U.S. or foreign birth certificate (with translation, if necessary) listing *only* applying parent; or
 - *Consular Report of Birth Abroad* (Form FS-240) or *Certification of Birth Abroad* (Form DS-1350) listing *only* applying parent; or
 - Court order granting sole custody to the applying parent (unless child's travel is restricted by that order); or
 - Adoption decree (if applying parents is *sole* adopting parent); or
 - Court order specifically permitting applying parent's or guardian's travel with the child; or
 - Judicial declaration of incompetence of non-applying parent; or

- Death certificate of non-applying parent.

If none of the above documentation is available, the applying parent/guardian should submit [Form DS-3053: Statement of Consent: Issuance of a Passport to a Minor Under Age 14](#).

NOTE: A third-party in *loco parentis* applying on behalf of a minor under the age of 14 must submit a notarized written statement or affidavit from both parents or guardians authorizing a third-party to apply for a passport. When the statement or affidavit is from only one parent/guardian, the third-party must present evidence of sole custody of the authorizing parent/guardian.

6. Provide Two Passport Photos

Your photographs must be:

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color *or* black and white
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
- Uniforms should not be worn in photographs except religious attire that is worn daily.
- Do **not** wear a hat or headgear that obscures the hair or hairline.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

[Click here for detailed information for professional photographers.](#)

[Go to information on acceptable digitized photos.](#)

NOTE: *Vending machine photos are not generally acceptable.*

7. Pay the Applicable Fee

[Click here to see passport fees.](#)

[Our 13 Passport Agencies Accept:](#)

For Passport Application and Execution Fee

Credit Cards - VISA, MasterCard, American Express, Discover
Debit/Check cards (not ATM cards)
Checks, money orders, bank drafts

[Our over 5,000 Passport Acceptance Facilities Accept:](#)

For Passport Application Fee

Personal checks, money orders, and bank drafts at all locations
Exact cash at some locations

For Execution Fee

Money orders and bank drafts at all locations
Personal checks and exact cash at some locations
Credit cards at U.S. Postal Facilities and some other locations

*Note: When applying at one of the thousands of designated application acceptance facilities in the U.S., you pay the **application processing fee** to the “U.S. Department of State” and the **execution fee** to the facility where you are applying. When applying at a Regional Passport Agency, both fees are combined into one payment to the “U.S. Department of State.”

Expedite Fee: ([See How to Get Your Passport in a Hurry .](#))

8. Provide a Social Security Number

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call your nearest IRS office.