



# Dependent Visa Exemption

Timeline	Task
Before Arrival	Ensure all passports are current and do not expire within 6 months of the planned return date. Work on getting any necessary replacement passports early – it may take several weeks.
Before Arrival	Ensure family member is medically fit to travel and has sufficient quantities of prescription medications to last the duration of the planned stay.
Before Arrival	If you plan to bring the family pet(s), inquire about the transportation services early in the process. Depending on the travel route, pet transportation can be very expensive – possibly even several thousand dollars!
Before Arrival	Send request for base pass to Pass & ID, DSN telephone 314-535-4786. Information needed for the base pass is as follows: Full name(s), passport number(s)/Nationality, sponsor's name, relation to sponsor, and date of arrival/departure, residency location & reason for visit.
After Arrival	Update DEERS ( <a href="https://www.dmdc.osd.mil/milconnect/">https://www.dmdc.osd.mil/milconnect/</a> ) to record the family member's residence
After Arrival	Update records with CPTF to adjust Family Separation Allowance (FSA) and family member housing allowance as needed. Failure to do so is FW&A and you will have to pay back all overpayments.
After Arrival	Register with the State Department SMART Traveler Program website: <a href="https://step.state.gov/">https://step.state.gov/</a> Be sure to select Ponta Delgada as closest embassy & include LAJES FIELD and DEROS in the address block
If Staying Over 90 Days	Complete and be ready to provide all required documents as follows; SEF Form for each family member, Passports MFR, Current LES, Orders, Military IDs, Proof of residence (local rental contract or utilities bill in sponsor's name) sponsor's contact telephone number and address.
If Staying Over 90 Days	Set up appointment with the Immigration and Border Service in Angra (SEF) through A&FRC at 314-535-4138 or the Political Advisor (POLAD) at 314-535-3381.
If Staying Over 90 Days	You will receive a message entitled "Notificação de Agendamento" this will be your appointment and it will be in Portuguese and English. Please inform A&FRC or POLAD immediately if you cannot make the appointment at the scheduled date/time. IMPORTANT: You will receive a separate appointment for each family member – you will not be able to do multiple family members at the same appointment and the appointments will likely NOT be consecutive time frames.
First appointment	Sponsor will bring all documents listed above and the family member to the appointment. You will also be asked to sign a "Term of Responsibility" and a photo will be taken.
First appointment	If the family member's passport expires during the intended stay, the Visa will only be approved to the passport expiration date. You will need to request an extension after you receive a replacement passport – and this can be an arduous process. It is better to get a new passport prior to arrival.
First appointment	The clerk will keep all documents except the passport. You will be given a separate appointment to get the Visa stamp once the application is approved.
Second appointment	Sponsor and family member(s) report with the passport(s) in hand to get the Visa Stamp. This completes the process. You will be given a separate appointment for each family member.
NOTE Regarding Tour Extensions	If you are granted a tour extension and you would like to also extend the family member's Visa, you will need to start the renewal process within 30 days of the current visa(s) expiration date(s)
After 90 days	If you miss an appointment or are unable to complete the Visa approvals within the 90 days, your family member may be required to return to the U.S. Therefore, it is important that you complete these procedures as early as possible.



# Dependent Visa Exemption

Outlined below is the process for dependent family members (non-command sponsored) to stay at Lajes during the AD member's short tour.

Details:

- Ask the Lajes MPS for a Residency Stamp memo

3 Jan 2019								
MEMORANDUM FOR ANGRA DO HEROISMO SERVICO DO ESTRANGEIROS E FRONTEIRAS								
FROM: 65 XXX/XX								
SUBJECT: Passports for Residency Stamp								
NAME	Relation to Sponsor	Passport Number	Date Arrived	Sponsor DEROS	Sponsor Grade & Name	Telephone Number (private phone)	Service Remarks	Address: PSC 76 Box ___ APO AE 09720
NAME (First MI Last)	Filho (Son) or Filha (Daughter)	123456789	31 Dec 18	30 Dec 19	Rank & Name	xxxxxxxx	USAF	XXX
NAME (First MI Last)	Espos (Spouse)	987654321	31 Dec 18	30 Dec 19	Rank & Name	xxxxxxxx	USAF	XXX
MICKEY D. MOUSE, Major, USAF Commander								



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Outlined below is the process for dependent family members (non-command sponsored) to stay at Lajes during the AD member's short tour.

Details:

- Fill out the SEF (Portuguese Customs & Immigration) Application

**SERVICO DE ESTRANGEIROS E FRONTEIRAS**  
MINISTÉRIO DA ADMINISTRAÇÃO INTERNA

A PREENCHER PELOS SERVIÇOS

Dir./DEL Reg.: \_\_\_\_\_  
Entrada n.º: \_\_\_\_\_  
NIE: \_\_\_\_\_  
MC: Consta / Não Consta

Fotografia

Photograph

Photographie

**Eu, abaixo identificado,**

1. Nome / Name / Nom: NAME AS SHOUN IN PASSPORT (IME)

2. Filiação / Family / Parentalidade: FATHER (pai) / MOTHER: \_\_\_\_\_ (Mãe)

3. Nacionalidade (Pais) / Nationality (Country) / Nationalité (Pays): \_\_\_\_\_

4. Data de Nascimento / Date of Birth / Date de Naissance: \_\_\_\_\_ S. Sexo / Sex: M  F

6. Estado Civil / Marital Status / État Civil: \_\_\_\_\_

7. Endereço Permanente / Permanent Address / Adresse - Rua / Street / Rue: PSC TG BOX XXX APO AE Localidade / Location / Localité: LAJES

Código Postal/Postal Code/Code Postal: 0912 0 , Telefone/Telephone: 2957-XXXX-ext: \_\_\_\_\_

8. Passaporte n.º / Passport n.º / Passeport n.º: \_\_\_\_\_ , Emitido em / Issued by / Émise à: US Embassy

Data de Emissão / Date of Issue / Émission le: \_\_\_\_\_ Data de Validade / Expiry Date / Valable jusqu'à: \_\_\_\_\_

Venho requerer prorrogação de permanência / validade e/ou duração de visto Schengen, ao abrigo do art.º 71.º da Lei 23/2007, de 4 de julho, alterada pela Lei 29/2012, de 9 de agosto, no âmbito de:

Turismo ou visita

Acompanhamento de familiar titular de Visto de Estado Temporária

Razões humanitárias ou força maior

Motivos pessoais sérios

Outros \_\_\_\_\_

Apresentando os seguintes documentos:

Passaporte ou outro documento de viagem válido

Meios de Subsistência

Alojamento

Título de Transporte que assegure o regresso

Seguro de Saúde / SMS

Outros \_\_\_\_\_

Pede deferimento:

ANGRA HEROSMO DD/MM/YYYY

Declaro prestar estas informações de boa fé e que as mesmas são exatas e corretas. Qualquer declaração falsa da minha parte implicará a não apreciação deste pedido, sem prejuízo das ações previstas pela legislação em vigor.

Autorizo no âmbito deste pedido, e processamento informático dos dados constantes neste requerimento.

Dou o meu consentimento, livre e esclarecido, para o SEF trocar informação que me é referente com as Finanças e com a Segurança Social, com o objetivo de a purar a situação retributiva, bem como para a consulta do Registo Criminal português junto dos serviços do Ministério da Justiça.

Assinatura / Signature A

Impressão Digital / Fingerprint / Empreinte Digitale

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**CERTIFICAÇÃO DE AUTENTICIDADE DOCUMENTAL**

Para todos os efeitos legais, atesta-se que os documentos constantes do presente processo administrativo integrante do fluxo de trabalho eletrónico usado pelo SEF (cfr. art.º 232.º, n.º 8 da Lei 23/2007, de 4 de julho, na sua atual versão) foram integrados informaticamente com a exibição dos respetivos originais. Pelo que os mesmos se consideram certificados e autenticados para todos os efeitos legais.

Nos termos do n.º 2 do art.º 12.º da Portaria 170/2007, de 6 de fevereiro, e para efeitos de requerimento para emissão de certificado do registo criminal, declaro que foi verificada a legitimidade do requerente para efectuar o pedido e confirmados os dados de identificação para o efeito.

Funcionário: \_\_\_\_\_ (Nome e Categoria)



# Directions to SEF Office

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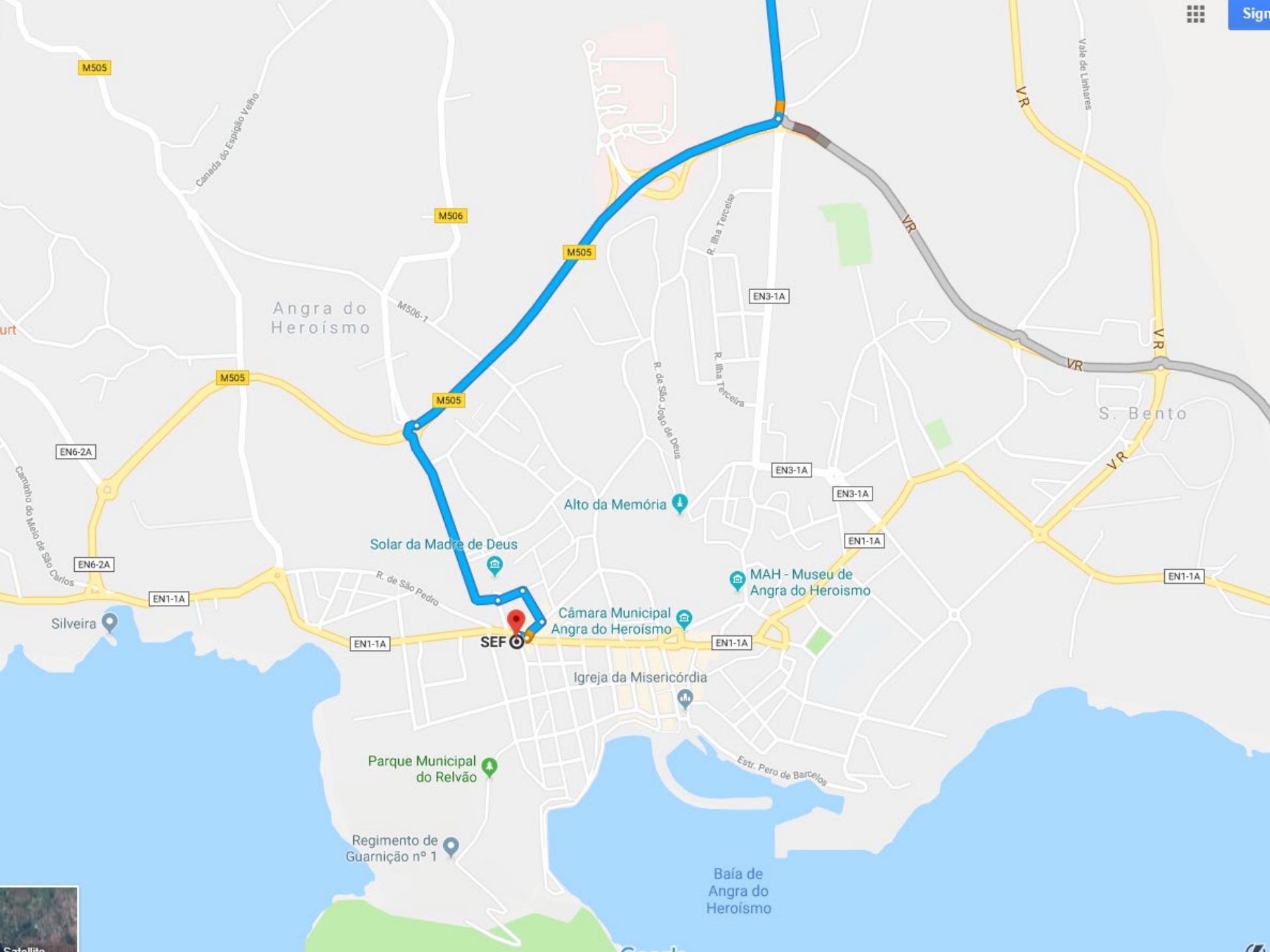
Directions to SEF in Angra:

Parking:

- Paid parking is available along the street that runs south of SEF
  - Bring coins for the meter and place the parking slip on the dash
- Free parking is available in the outdoor concert parking lot a few blocks west of SEF

Finding SEF:

- The SEF Office is NOT easy to find. The office is located upstairs and you must enter at an easy-to-miss green door located between two shops. When you arrive, you may be asked to check-in at the reception desk.
- Helpful maps and pictures are on the following slides
- You can use "Google Maps" to find it – Just type in SEF Angra in the search box



M505

Canada do Espigão Velho

M506

Angra do Heroísmo

M506-1

M505

M505

M505

EN6-2A

EN6-2A

Caminho do Meio de São Carlos

EN1-1A

Silveira

EN1-1A

R. de São Pedro

Parque Municipal do Relvão

Regimento de Guarnição nº 1

Alto da Memória

Câmara Municipal Angra do Heroísmo

Igreja da Misericórdia

Baía de Angra do Heroísmo

Estr. Pero de Barcelos

EN1-1A

EN1-1A

MAH - Museu de Angra do Heroísmo

EN3-1A

EN3-1A

EN1-1A

EN3-1A

R. de São João da Deus

R. Ilha Terceira

R. Ilha Terceira

VR

VR

S. Bento

VR

EN1-1A

VR

Vale de Linhares



Satélite







FOTO  
MADÉIRA

Rua  
Recreio dos  
Artistas

61



MIN. ADM. INT.  
SERVIÇO DE ESTRANGEIROS  
E FRONTEIRAS  
DELEGACÃO

S.



R.

MIN. ADM. INT.  
SERVIÇO DE ESTRANGEIROS  
E FRONTEIRAS  
DELEGAÇÃO





Green door to  
SEF





## Looking North from SEF





Looking East from SEF







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## Financial Considerations

(See CPTF for your specific entitlements info!)

**BAH:** In order to continue to receive BAH for the dependent's location (previous base, follow-on base, home of record, etc) during the AD short tour, families can't spend more than 90 consecutive days together

**OHA:** You will still receive single rate since this is an unaccompanied short tour

**Family Separation Allowance:** Stop entitlement if family stays for more than 90 days

## Military Personnel Section Considerations

(PCS assignments/entitlements affecting subsequent PCS after Lajes tour - See MPS for specific entitlement changes)

- Upon PCS from Lajes to the next base, members with dependents would typically be entitled to trans/travel allowances to their "dependent location." If the dependent location is Lajes then there will not be a trans/travel allowance authorization on the PCS order.
- Members would also incur the cost of dependent travel to the gaining location as dependents are non-command sponsored and are therefore not entitled to transoceanic travel – see TMO for specific entitlements/potential dependent circuitous travel if the dependents will be PCSing from Lajes to the next base.



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## Health Care Considerations:

- There are no health care services on-base for family members
- The Medical Aid Station has two Independent Duty Medical Technician (IDMT - no physician); who only treat active duty members; most care is referred off-base to Host Nation medical providers
- Recommend you visit TRICARE at [www.tricare.mil/lifeevents](http://www.tricare.mil/lifeevents)
- Family members pay up front for medical services off-base and then seek reimbursement from Tricare
  - Reimbursements are typically not 100% - cost-shares and deductibles may apply
  - Family members enrolled in Prime do not need to request authorization for Urgent care. All other routine healthcare needs an authorization prior to making an appointment.
- Aeromedical evacuations are only approved when medically necessary.
- Dental service is available with local providers – you will pay up-front and file a claim for reimbursement of authorized amount - cost-shares and deductibles may apply
- Please contact TRICARE Rep Fatima Almeida at the Medical Aid Station – DSN 314-535-6843

## Follow-on Assignment Medical Clearances:

- Highly recommend to schedule the family for a “well visit checkup” before they come to the Azores. The well visit checkup paperwork may satisfy the EFMP paperwork when it comes time to work on securing follow-on orders.
  - Caution against scheduling the family for a “PCS-related physical” before coming to the Azores since a PCS physical won’t make sense given that there aren’t family medical services here. A “well-visit checkup” is the preferred term for getting the family checked out before coming here.



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## Other Considerations:

**Schools:** Homeschooling would be recommended.

- Another option would be enrolling them into a local Portuguese school in whatever village you live in.

**Daycare:** Local daycares are available and most appear to have English speaking staff.

- Inquire with neighbors and/or the AFRC for more details.

**Nanny:** Services are provided but there are some stipulations depending on the frequency of work (Socialist entitlements)

- Inquire at the AFRC for more details.

**Pets:** If you plan to bring the family pets, inquire about the transportation services early in the process. Depending on the travel route, pet transportation can be very expensive; possibly several thousand dollars!





# *Dependent Visa Exemption*

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**FAMILIES ARE MEANT TO BE TOGETHER**

**ENJOY THE ISLAND!!!**



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Families are meant to be together- enjoy the island!

