

# UK Vignette Exemption Checklist

Applications are processed by **APPOINTMENT ONLY!** (Appointment days are **Tuesdays and Thursday**) All applicants must be present for the appointment

NOTE: This checklist is not all inclusive as some cases may require additional documents and/or information  
 Please direct any questions to Military Personnel Office at DSN 236-8324 (Comm: 01280-708324)

**Customer Service Hours:** Monday- Friday, 0800-1500

**Closed:** and holidays, and authorized base-pass days

**The following items are required prior to processing:**

<input checked="" type="checkbox"/>	APPLICANT'S <b>NO-FEE PASSPORT</b> (Each application will require the eligible dependent's passport)
<input checked="" type="checkbox"/>	<b>2 UK VISA PHOTOS (45mm x 35 mm)</b> (Must be within 6 months) Photos can be obtained at RAF Croughton Arts and Crafts at DSN: 236-8541 Comm: 01280708541 Tuesday to Friday 9am – 2pm/Closed Mondays and Weekends
<input checked="" type="checkbox"/>	Military Sponsor's PCS Orders (Include any Amendments if applicable)
<input checked="" type="checkbox"/>	Command Sponsorship Letter (Other Commander-issued letter that verifies Dependency) if applicable
<input checked="" type="checkbox"/>	Cover Letter For Exempt VIGNETTE Request (Our office will generate the letter at the appointment)
<input checked="" type="checkbox"/>	<b>2 Large prepaid</b> royal mail "Special Delivery" Envelope (envelopes available at any UK Post Office Postage paid up to <b>500 grams</b> ) Cost: Approx £7.65 each

**NOTES:**

As a reminder, this exemption will only apply to spouses of military members, and their dependent children aged under 21 at first arrival in the UK. If the dependent child first enters the UK aged 21 or over, they must obtain a visa prior to entering the UK. Secondary dependents will also need to obtain Visas prior to entry. After-acquired dependents can obtain the exempt vignette as long as they can show that they are eligible (e.g. spouse, or child under 21).

**Please answer the following questions:**

1. Is the applicant's No-Fee passport valid and will not expire within 6 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does each applicant(s) have the correct photos? <b>(45mm x 35 mm)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Sponsor's Name/Rank: _____ DEROS: _____ Sponsor's Date of Birth: _____ Date of Arrival: _____ Tour Length: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do dependents have the same DEROS as the sponsor?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Dependent Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Arrival in UK: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Dependent Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Arrival in UK: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Dependent Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Arrival in UK: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

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 Date of Birth: \_\_\_\_\_

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 Relationship: \_\_\_\_\_  
 Arrival in UK: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Contact info: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 UK Physical Address: \_\_\_\_\_