This guide provides an overview to completing a child passport application for a child in out-of-home care. Please speak to your head office for guidance should you have concerns. The Australian Passport Office works directly with agencies to resolve any issues that may arise when lodging a child passport application for a child in out-of-home care.

Who can lodge the child’s passport application?

- The child welfare agency delegate exercising parental responsibility for the child
- The delegate exercising parental responsibility can authorise another person (a caseworker, carer or NGO) to lodge the application with the [form B10 Child subject to state/territory child welfare law](https://www.passports.gov.au/)
  - The delegate must complete the form B10 and the person authorised to lodge must attend the interview.
- Individuals granted guardianship or parental responsibility under child welfare legislation

**IMPORTANT INFORMATION**

- Lodge applications in a state or territory Passport Office where possible
- Allow six to eight weeks for applications to be processed – we will endeavour to turnaround applications as quickly as possible
- Child applicants aged 16 or 17 must accompany the person lodging the child’s passport application to the passport interview

Below is a list of requirements and documents generally needed when lodging a passport application for a child in out-of-home care. The list is not comprehensive and there may be other requirements or documents needed depending on the application.

- Completed PC4 child passport application form
- Child’s birth certificate
- Evidence of citizenship
- [Form B10 Child subject to state/territory child welfare law](https://www.passports.gov.au/)
- The current court order and any referenced previously issued orders
- Colour photographs signed by appropriate guarantor
- ‘Record of transfer’ between Child Welfare Agencies (if applicable)
- Documentation regarding name changes (if applicable)
- Child’s current passport (if one is held)
- [Form B11 General Declaration](https://www.passports.gov.au/) (if additional information has to be provided)
- Child applicants aged 16 or 17 must accompany the person lodging the child’s passport application to the passport interview
- Photo ID for lodging person

Note: No other B Form should be required
It can be quicker to obtain a passport with an Australian court order that permits the child to have an Australian travel document.

If all other requirements are met, a passport will be issued within 3 weeks instead of the normal 6 to 8 weeks.

The court order must permit the child to:
- Have an Australian travel document OR
- Travel internationally OR
- To live or spend time with a person outside of Australia

Parental responsibility for the purposes of obtaining a passport is defined in subsection 11(5) of the Australian Passports Act 2005.

Orders made under child welfare legislation cannot remove a person’s parental responsibility for the purposes of obtaining a passport.

Where it is not possible to obtain the written consent of all persons with parental responsibility, a statement outlining why consent was not provided must be included in the form B10 Child subject to state/territory child welfare law.

Persons with parental responsibility for obtaining a passport include:
- The child’s parents
  - If a parent is deceased, a death certificate, coroner’s report, cremation certificate or medical certificate outlining the cause of death for that parent is required.
- The Minister or Head of Agency of the relevant child welfare agency (or their delegate)
  - Where a child has been transferred between agencies, the ‘record of transfer’ must be provided with the application.
  - Signed declarations will only be accepted where the supporting legislative authority/legislation is also provided.
- Individuals granted guardianship or parental responsibility by a court, or, who are to live with the child under a parenting order

Organisations operating under a ‘Placement Agreement’ (or the equivalent) generally do not have parental responsibility.
Evidence of citizenship

Evidence of Australian citizenship can be:
- The child’s Australian passport (issued on/after 1 January 2000 and valid for two years), or
- Either parent’s full Australian birth certificate (where the parent was born in Australia before 20 August 1986), or
- Either parent’s Australian passport (issued on or after 20 August 1986, valid for at least two years and issued before the child’s birth), or
- A Citizenship Certificate issued to either parent (before the child’s birth) or to the child.

Note: If the child’s parent was born in Australia on or after 20 August 1986, evidence of one of their parent’s (the child’s grandparent) Australian citizenship will need to be presented.

Copies of citizenship documentation will be accepted if the originals are unavailable to child welfare agencies

Evidence not available

If the above documentation is unavailable, a request can be made to the Department of Home Affairs for evidence of the child’s citizenship using form 119 available from Home Affairs’ website. A statutory declaration is often required when the parent’s documents are unavailable. Please allow ample time for Home Affairs to process this request.

Indigenous child

A letter on official letterhead from a community elder, community leader, community council, a church mission, an associate Aboriginal or Torres Strait Islander body, or a government authority may be provided to evidence citizenship.

The letter must:
- State the child’s name, date and place of birth;
- Confirm that the child is directly descended from a person born prior to 1986 in Australia;
- Confirm that the child is of Aboriginal or Torres Strait Islander descent (the letter should state family lineage where this is possible).

Alternatively, please contact the Passport Office in your state or territory for assistance.

Preventing the issue of a passport

A person with parental responsibility for a child may raise a Child Alert. The alert warns DFAT there may be circumstances that need to be considered before a passport can be issued to a child. Child Alert Request (Form PC9) forms are available at passport offices or by phoning APIS on 131 232.

A child alert will not prevent a child from travelling if they already have, or are entitled to, a travel document from Australia or another country.

To prevent a child from travelling, you can seek to have their name placed on the Family Law Watch List. Further information can be found on the Australian Federal Police website at https://www.afp.gov.au/what-we-do/crime-types/family-law-kit.
Australian Passport Office Locations

Passport Offices are open 8.30am to 4.00pm weekdays (closed on local/national public holidays)

Appointments are mandatory unless attending to collect a completed passport (phone 131 232)

<table>
<thead>
<tr>
<th>Adelaide Passport Office</th>
<th>Brisbane Passport Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Floor Allianz House</td>
<td>17th floor</td>
</tr>
<tr>
<td>55 Currie Street</td>
<td>150 Charlotte Street</td>
</tr>
<tr>
<td>Adelaide South Australia</td>
<td>Brisbane Queensland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canberra Passport Office</th>
<th>Darwin Passport Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>R G Casey Building</td>
<td>5th Floor</td>
</tr>
<tr>
<td>Sydney Avenue</td>
<td>Northern Territory House</td>
</tr>
<tr>
<td>Barton ACT</td>
<td>22 Mitchell Street</td>
</tr>
<tr>
<td></td>
<td>Darwin, NT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hobart Passport Office</th>
<th>Melbourne Passport Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1,</td>
<td>Tower 3, Level 2, Collins Square,</td>
</tr>
<tr>
<td>111 Macquarie Street</td>
<td>747 Collins Street,</td>
</tr>
<tr>
<td>Hobart, Tasmania</td>
<td>Docklands Victoria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sydney Passport Office</th>
<th>Perth Passport Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td>Level 1</td>
</tr>
<tr>
<td>26 Lee Street</td>
<td>140 William Street</td>
</tr>
<tr>
<td>Sydney NSW</td>
<td>Perth WA</td>
</tr>
<tr>
<td>(near Central Station)</td>
<td>(entry is via the stairs or lift off William Street)</td>
</tr>
</tbody>
</table>
**CHILD Passport Application**

1. **Date of travel**
   - Does the child intend to travel within the next two months? **Yes**
   - Date of travel

2. **Personal details**—to appear on the passport
   - **a. Child’s name**
     - Family name
     - Given name(s)
   - **b. Child’s birth details**
     - Male / Female / Indeterminate / Unspecified
     - Town or city of birth as shown on birth certificate
     - Date of birth
     - Country of birth

3. **Confirming the child’s citizenship**—see page 2 for additional information
   - **a. Does the child have an Australian birth certificate?**
     - Yes / No
     - Registration number (include any letters)
     - Date of registration of birth
     - State/territory
     - Family name as shown on certificate
     - Given name(s) as shown on certificate
     - If the child also has an Australian citizenship certificate go to section 3b.
       - Certificate number (include any letters)
       - Date of issue
       - Family name as shown on certificate
       - Given name(s) as shown on certificate

4. **Name changes**—you must provide original documents that explain all name changes
   - **Is the child’s current name (given in section 2) different from the name given in section 3 (above)?**
     - Yes / No
     - Date current name was registered
     - Change of name certificate(s) issued by the Registrar of Births, Deaths and Marriages
     - Certificate/registration number (include any letters)
     - Date of issue
### CHILD Passport Application

#### 5 Security question—this question may be asked to confirm the child’s identity

| Family name at birth of one of the child’s parents | \[Family name only\] |

*Note the answer as it will be required to make future enquiries about this application.*

#### 6 Travel document type

<table>
<thead>
<tr>
<th>Ordinary passport</th>
</tr>
</thead>
</table>

*5 years valid for children under 16 years.*

*10 years valid for children 16 or 17 years.*

#### 7 Contact details of person lodging the application and emergency contact

<table>
<thead>
<tr>
<th>a Telephone numbers and email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime phone number</td>
</tr>
<tr>
<td>Evening phone number</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Email (must be written clearly in BLOCK LETTERS, with one letter in each box)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b Who can we contact in an emergency?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
</tr>
<tr>
<td>Relationship to the child</td>
</tr>
<tr>
<td>Daytime phone number</td>
</tr>
<tr>
<td>Evening phone number</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

#### 8 Address—the passport will be sent to this address

<table>
<thead>
<tr>
<th>The child’s residential address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit or house number and street (or rural delivery address)</td>
</tr>
<tr>
<td>This must be the child’s home address, not a PO Box or a business address.</td>
</tr>
<tr>
<td>Locality/suburb</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

*If you do not want the passport sent to this address—Nominate an alternative delivery address in section 3 of the Form B10.*

#### 9 Previous Australian passport—this document will be cancelled

<table>
<thead>
<tr>
<th>Has the child ever been issued an Australian passport?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Go to section 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a Number (include any letters) of the child’s last issued document (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>b Date of issue (if known)</td>
</tr>
</tbody>
</table>

*Submit the child’s previous passport for cancellation (where available)*

#### 10 Loss or theft of previous Australian passports

<table>
<thead>
<tr>
<th>Are you replacing the child’s lost or stolen Australian passport?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Go to section 11</td>
</tr>
</tbody>
</table>

| a Number (include any letters) of the document you are replacing |
| b Was this passport lost or stolen? |
| c Date incident occurred |
| d How many Australian passports (including the one above) has the child lost or had stolen in the past five years? |
| e Provide details, in writing, of all losses of the above passports. |

*Provide detailed information regarding all previous lost/stolen passports on a Form B11 General Declaration.*

*Note:* If the child was issued an emergency passport, you must present it at interview. If you find a passport that you previously reported as lost or stolen and present it before or at interview, the loss may not affect the maximum validity of the child’s new passport. See notes on page 4.
CHILD Passport Application

11 A guarantor must complete this section—see the notes below on who can be a guarantor

To qualify as a guarantor you must:
- be an Australian citizen who is 18 years of age or over
- not be related to the child by birth or marriage
- not be in a de facto or registered relationship with a parent of the child
- not live at the same address as the child or either parent of the child
- have known the child for at least 12 months or for children under one year, since birth
- be able to satisfy and complete either A or B below
- endorse the back of one photo by writing 'This is a true photo of [child's full name]' and signing it
- provide all the information requested below, sign the declaration and agree to be contacted on the phone number provided to confirm the child's identity.

Full name of guarantor
Family name
Given name(s)
Male [ ] Female [ ] Indeterminate [ ] Unspecified [ ]

Proof of identity of guarantor—guarantor must complete either A or B below

A Australian passport details
If you possess a current (unexpired) Australian passport, issued with at least two years validity, complete this section.

Australian Passport number (include any letters)
Date of expiry
Family name as shown on passport
Given name(s) as shown on passport

OR

B Electoral roll details
If you are enrolled without restriction on the Commonwealth electoral roll and have been on the roll at your current address for the past 12 months, complete this section.

Family name as shown on Commonwealth electoral roll
Given name(s) as shown on Commonwealth electoral roll
Current address (as shown on the Commonwealth electoral roll)
Locality/suburb
State/territory
Postcode

Declaration by guarantor—declarations cannot be more than six months old

Have you endorsed and signed the back of one photo? You must endorse one photo of the child before they can lodge the application.

WARNING It is a criminal offence under the Australian Passports Act 2005 to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both).

I have personally known the child applicant named below for a period of
[ ] years [ ] months You MUST complete 'years' and 'months' known boxes on the left.

Family name of child applicant (as shown in section 2a)
Given name(s) of child applicant (as shown in section 2a)

I declare that:
- the statements I have made are true and correct.
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 4.

Signed

[ ] DECLARATION made on

Date signed

[ ] Preferred phone number

The guarantor must sign here

The guarantor's phone number must be provided

For information on how to access or correct personal information and how to complain about a breach of privacy, refer to the 'Protecting your Privacy' brochure, available on our website or through APIS (131232).

The person completing this form MUST ensure that sections 12–17 are completed
**CHILD Passport Application**

12 The child—the child’s name must be repeated here so that each parent can identify the child for whom they are giving consent

- **Child’s full name**—to appear on the passport (as written in section 2 of this form)
  - Family name
  - Given name(s)

13 Parent 1—family name written at [A] MUST be COPIED from the child’s birth certificate

- **Parent 1’s name as shown on child’s birth certificate**
  - Child’s full birth certificate must be provided at interview.

- **Parent 1’s current name**
  - Family name
  - Given name(s)
  - Residential address
  - Locality/suburb
  - State/territory
  - Postcode
  - Daytime phone number

14 Parent 2—family name written at [A] MUST be COPIED from the child’s birth certificate

- **Parent 2’s name as shown on child’s birth certificate**
  - Child’s full birth certificate must be provided at interview.

- **Parent 2’s current name**
  - Family name
  - Given name(s)
  - Residential address
  - Locality/suburb
  - State/territory
  - Postcode
  - Daytime phone number

15 Declaration and consent

- **Parent 1** (named in section 13 above)
  - Sign DECLARATION box
  - Date signed
  - Witnessed by
  - Name (witness)
  - Daytime phone (witness)

- **Parent 2** (named in section 14 above)
  - Sign DECLARATION box
  - Date signed
  - Witnessed by
  - Name (witness)
  - Daytime phone (witness)

The consent of the delegate holding parental responsibility is to be provided on the Form B10. This section is for the parent(s) listed on the child’s birth certificate.
16 Child’s photo and signature—cannot be more than six months old—this signature will appear on the passport

The child (if aged between 10 and 18 years) must sign using a black pen in the white box below. There is a practice signature box on page 4.

OR

If the child is under 10 years of age, or is unable to sign, place an ‘X’ in the box at the right.

Child’s signature—must be inside the white box

17 Declaration by parent—cannot be more than six months old

I declare that:
- information about all persons with parental responsibility for the child and any current court orders in relation to the child have been provided with this application
- the child is an Australian citizen
- the statements that I have made and the information that I have provided in, or in connection with, this application are true and correct
- I have read and understood the ‘Notice about the collection, use and disclosure of personal information’ on page 4.

I understand that:
- the applicant’s photo and personal information will be used for data and biometric matching purposes, even in the event that the application is withdrawn (biometric matching allows the passport photo to be electronically compared with other facial images to confirm identity).

Parent’s signature—must be inside the white box

Date signed
Signed by
Full name of person signing

The person lodging this application should complete this section. They must include their position details under the signature.
Application for an Australian Travel Document

Application Number

Child subject to an order made under state or territory child welfare law

The form must be completed by the person who holds parental responsibility for the child. Where the child is in state/territory care, this is the delegate.

**Use BLACK PEN** and print within the boxes in **BLOCK LETTERS**

Use **CROSSES** in boxes marked with an **X**

This form is to be completed and submitted with an application for a child (i.e. a person under 18 years who has never married) where an order of a state or territory court under a child welfare law grants parental responsibility/custody or guardianship of a child to one parent or to a person other than the child’s parents (child welfare law is as defined in Part VII of the **Family Law Act 1975**).

If there is insufficient space on this form to provide all information please complete a **B11 General Declaration form** available at www.passports.gov.au

1. NAMED GUARDIAN/DELEGATE

Details of the person granted parental responsibility or guardianship

Full name

Position (when lodged by government department)

2. CHILD’S DETAILS

Details of the child subject to the child welfare order

Family name

Given names

Previous names

Date of birth **DD/MM/YYYY**

Date of proposed travel **DD/MM/YYYY**

Are there any sibling applications? **X** No **X** Yes

If yes, include full name of all siblings

3. DELIVERY ADDRESS

The travel document will be sent to the child’s residential address in the application unless otherwise indicated here.

Do you want the travel document to be sent to the child’s residential address provided in the application? **X** Yes **X** No, provide new delivery address below

Street address or Post Office box

Town/city/suburb/locality

State/territory/province

Postcode

---

Enter the name and the position of the delegate who can exercise parental responsibility for the child. This person must complete the declaration in section 8. NGOs will have to provide documentary evidence of the transfer of parental responsibility.

Do not finalise travel bookings until you know whether a passport will be issued to the child.

Enter details of any sibling applications here so sibling applications can be processed together.

Unless you provide an alternative address here, the child’s travel document will be sent to the residential address listed in section 8 of the PC4 Child Passport Application.
4. COURT ORDERS
Details of the court order granting parental responsibility, guardianship or custody

Name of court

Order registration number

Date of court order

Is this the most recent court order? Yes ☐ No ☐

Are you aware of any other court orders, or legal proceedings pending, which may affect the rights of the child to hold an Australian travel document or to travel internationally or which may affect another person’s parental responsibility for the child? Yes ☐ No ☐ (provide details below)

The only way to guarantee the issue of a passport if there are court proceedings pending is to provide an Australian court order that permits the child to have an Australian travel document, travel internationally or to live or spend time with someone outside of Australia.

Note that if legal proceedings are underway that may affect parental responsibility for the child or the child’s right to hold an Australian travel document or travel internationally, there are limits to the special circumstances we can consider. You may wish to seek the court’s direction on travel document issue before lodging the child’s passport application.

5. ADDITIONAL CONSENT
This will generally include the child’s biological parents and any person granted parental responsibility, custody of the child, or who can live with the child, under a court order.

Note that under the Australian Passports Act 2005 only an order made under the Family Law Act 1975 or the Family Court Act 1997 (WA) can extinguish parental responsibility.

Was the consent of all other parties with parental responsibility, guardianship or custody over the child obtained? Yes ☐ No ☐ (provide details why consent was not obtained)

The answer to this question will be ‘No’ unless the child’s parent/s have consented.

Court orders made under child welfare legislation cannot remove a person’s parental responsibility for the purposes of obtaining a passport under the Australian Passports Act 2005.

If consent from the child’s parents (and any other person who has court awarded parental responsibility, guardianship or custody, or who can live with the child under a parenting order) has not been provided with the application, please explain why here.

Full names of parents (where known) and any other persons with court awarded parental responsibility, guardianship or custody, or who can live with the child under a court order.

Enter the name/s of the child’s parents, and any other person who has court awarded parental responsibility, guardianship or custody, or who can live with the child under a parenting order.
6. LODGMENT (GOVERNMENT ONLY)

Details of the person authorised by the delegate to lodge application

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
</tbody>
</table>

The person nominated in this section must lodge the child’s passport application and present their photo identification.

7. AUTHORISED PERSON’S DETAILS (GOVERNMENT ONLY)

Details of the person authorised by the delegate to provide information or make enquiries in relation to the child’s passport application.

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Contact email</td>
<td></td>
</tr>
</tbody>
</table>

This person will be contacted by the Australian Passport Office if further information or documentation is required for the child’s passport application. More than one contact person can be authorised in this section.
8. DECLARATION

Declaration to be made by the named guardian/delegate only

I consent to the abovementioned child having an Australian travel document.

I declare that:

- I am a person with parental responsibility for the child or I am the delegate of the Minister, Chief Executive, Secretary or Director-General in relation to the above mentioned child (where applicable)
- all persons with parental responsibility for the child have provided consent for the child to have an Australian travel document, or, where this has not occurred, details have been provided in Section 5 and all court orders have been provided
- the person identified in Section 6 of this form may lodge a travel document application in relation to the child (where applicable)
- the person identified in Section 7 can make enquiries and provide information in relation to the application for the child (where applicable)
- the information I have given on this form is complete and correct. I am aware that it is a criminal offence under the Australian Passports Act 2005 to make a false or misleading statement either in writing or verbally to obtain an Australian travel document, and that the penalty is imprisonment up to 10 years or 1000 penalty units, or both.

I understand that:

- The child's photograph will be used for biometric matching purposes (biometric matching allows the photograph to be electronically compared with other facial images to confirm identity).
- The Department of Foreign Affairs and Trade (DFAT) may disclose the information that has been provided in or with the application to any organisation or individual that can verify the information to establish the child's identity and eligibility for an Australian travel document.
- DFAT may publicise or pass details of any lost or stolen document to federal, state, territory or foreign governments – including police and other agencies – and international organisations such as Interpol, to restrict the illegal use of these documents.
- DFAT may confirm or verify the validity of any Australian travel document, or disclose the minimum necessary information held in relation to the child's Australian travel document to facilitate the child's international travel, or disclose the information for other specified purposes, on the request of specified organisations.
- DFAT may use the information for testing, training and research (phone 131 232 to object).
- DFAT may use the information for the provision of consular services.

I, [Name], agree that by signing this form I am declaring that everything I have recorded in this form is true and correct. I further declare that I have read and understood this declaration and agree to the consent and declarations contained within.

Signature of guardian/delegate Date signed

The person recorded in section 1 of this form must complete this declaration.