



Australian Government

Department of
Foreign Affairs and Trade

Application for an Australian Passport

Child: NOTES

BEFORE YOU TRAVEL

Visit the Department's website
www.smarttraveller.gov.au
to view the latest travel advice

PASSPORT WEBSITE
www.passports.gov.au

**Australian Passport
Information Service
(APIS)**

131 232

Protect your identity

**Keep your passport
safe at all times.**

Report any loss or theft
immediately.
See page 4 for details.

**Find your nearest
AUSTRALIA POST
OUTLET**

www.auspost.com

137 678

Further information

If you have questions about
this form or about how to get
an Australian passport, or if
you wish to comment on
our service, offer suggestions
for improvement or register
a complaint, please visit our
website, contact APIS or write
to the following address:

Executive Director
Australian Passport Office
Department of Foreign
Affairs and Trade
R.G. Casey Building
John McEwen Crescent
Barton ACT 2600

Use this form if:

- the child is an Australian citizen, **and**
- the child is under 18 years of age, **and**
- the child has never been married—if the child has been married they should use the **Application for an Australian Passport: Adult** form.


Parental consent: By law, the consent of each person or organisation who has parental responsibility for the child is required before a passport may be issued to a child. For further information, read the notes on page 3 or contact the Australian Passport Information Service (APIS) for advice.

Processing time for your passport: Please allow for a **turnaround time of approximately three weeks**. If you have an urgent need to travel, visit our website or contact APIS for details about our Priority Processing Service.

Your checklist

The following things will help you complete the form and minimise our requests for further information:

Completing the form

- ☐  Use **BLACK INK** and print within the boxes in **BLOCK LETTERS**
- ☐ If you are not required to give information in some parts of the form, leave the boxes blank—do not mark or cross them out.
- ☐ Choose an appropriate guarantor to endorse the child's photo and complete section 11 of the form. See page 3 for more details.
- ☐ Make sure that sections 13, 14 and 15 are completed by the child's parents or persons with parental responsibility. See page 3 for more details.

Lodging the form

- ☐ The application form and all supporting documents must be lodged by a person with parental responsibility for the child at a participating Australia Post outlet. Child applicants aged 16 or 17 **must attend** with the person lodging the application. The person lodging the application must provide documents that show their name, photo, signature and current address.
- ☐ Contact Australia Post to find your nearest outlet and make an appointment if required. If you are applying for a diplomatic or official passport, contact APIS.

Bring to the passport interview

- ☐ The completed form.
- ☐ The application fee. Contact APIS or visit our website for details of the current fee and acceptable methods of payment.
- ☐ The child's current Australian passport, if any.
- ☐ The child's **full** birth certificate showing the names of the child's parents and the child's full name at birth (see page 2).
- ☐ Documents that prove the Australian citizenship and identity of the child and that of those with parental responsibility (see page 2).
- ☐ Name change documents, if applicable (see page 2).
- ☐ Two recent colour photos with one endorsed by the child's guarantor (see page 3).

Supporting documents

- ☐ You must provide original supporting documents (not certified copies). All certificates must be legible.
- ☐ You must provide approved English translations for any foreign language documents that support the child's application. Visit our website for details.

What citizenship and identity documents will you need to provide with the child's application?

1 You must bring the child's Australian passport (if they have one)

- ☐ **The child's current or most recent Australian passport** (if they have one).

The child's passport will be cancelled at your appointment. If the passport contains valid visas that the child wishes to continue using, contact the foreign embassy/consulate that issued the visas.

2 You must provide the child's birth certificate

- ☐ **A full Australian birth certificate** showing the child's full name and the names of both parents (extracts and commemorative certificates are not acceptable).

OR

- ☐ **A foreign birth certificate** showing the child's full name and the names of both parents.

3 You must provide original documents to confirm the child's Australian citizenship

- ☐ **For a child born in Australia**, either the child's Australian passport (issued on or after 1 January 2000 with at least two years validity), the child's Australian citizenship certificate, or one of the following documents to prove that one of the child's parents was an Australian citizen at the time of the child's birth: one parent's full Australian birth certificate; one parent's Australian passport (issued on or after 20 August 1986, before the child's birth and with at least two years validity); or one parent's Australian citizenship certificate (the parent must have acquired citizenship before the child's birth).

OR

- ☐ **For a child born overseas, the child's Australian citizenship certificate** (or an extract from the register of citizenship by descent or the register of Australian births abroad).

NOTE: If the child's parent was born in Australia on or after 20 August 1986, or held permanent residency status at the time of the child's birth, you will need to provide additional citizenship evidence. Visit www.passports.gov.au for more information.

If you need further information on Australian citizenship, visit www.homeaffairs.gov.au/citizenship or phone **131 880**

4 If the child has changed their name, additional documents may be required

If the name to appear in the child's passport is different (or anglicised) from the name on their birth certificate or citizenship certificate you must provide original documents to support their new name.

Acceptable documents include:

- revised Australian birth or change of name certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM)
- revised Australian citizenship certificate
- most recent passport with at least two years validity, if the name on the passport has not been replaced with another name registered with an Australian RBDM or stated on an Australian citizenship certificate after issue of the passport
- foreign name change certificates (only if name change documentation cannot be obtained from an Australian RBDM).

Further documentation that may be accepted to support a name change includes:

- foreign court orders changing the name of a child who was not born in Australia, where both parents consent to the issue of a passport.

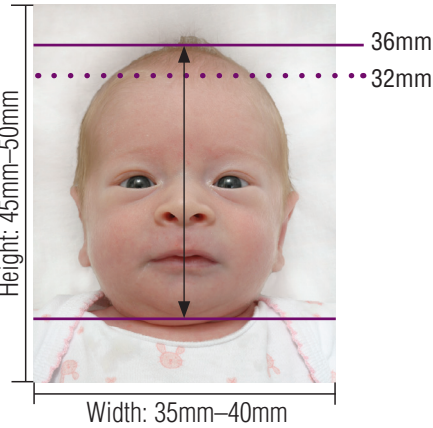
If the child has changed their name more than once, include the most recent name change on the form and provide all original documents that explain all name changes they have undergone since birth or since obtaining Australian citizenship.

If the name change is due to transitioning to another gender, and the child's passport has at least two years validity at the time of application, the replacement passport may be issued free of charge with the same expiry date as the passport being replaced (a priority processing fee may still apply).

All documents must be original. Foreign documentation must be legalised and, where applicable, translated. If there is no legalisation process or system for registering a name change in the child's country of residence, contact APIS.

Providing two identical photos of the child

Photo size:



Your photos:

The chin-to-crown measurement must be between 32mm and 36mm (the crown is where the top of the head/skull would be if it was visible).

You must provide two identical colour photos of the child with the completed application form. One must be endorsed by the child's guarantor.

The photos must be less than six months old and meet Australian Passport Office standards. For full details of our standards visit our website or refer to our 'General photo guidelines' brochure, available online or through APIS.

Photos that do not meet our requirements will be rejected and this will delay the issue of the child's passport.

NOTE:
Due to security printing requirements, images reproduced in passports will not be of photographic quality and will appear different from the photos supplied.

You will need a guarantor to endorse the photo and complete part of the form

Your guarantor 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 parent of the child
- ☐ have known the child for at least 12 months or since birth
- ☐ either: A. possess a current (unexpired) Australian passport, issued with at least two years validity, or
B. have been on the Commonwealth electoral roll at their current address for a minimum of 12 months
- ☐ be able to endorse the back of one photo as shown
- ☐ agree to be contacted by an Australian Passport Office representative to confirm the child's identity.

Reverse of one photo:

Guarantor must endorse photo:

This is a true photo of

JANE ANN CITIZEN

(full name of applicant)

J Smith

(signature of guarantor)

Please check that the guarantor you choose can fulfil **all of these requirements before** they sign the child's photo. If the person you choose does not meet all the requirements, you will have to supply new photos and information from another guarantor.

Note: The guarantor's declaration must be less than six months old at the time the application is lodged.

Providing parental consent

Throughout this form, the term 'parent(s)' means the child's mother, father or other person with parental responsibility for the child (see definition below).

It is a requirement of the *Australian Passports Act 2005* that consent to the issue of an Australian passport to an unmarried person under 18 years of age must be provided by **each person** with parental responsibility for the child applicant. Consent cannot be conditional and is required for the full validity of the passport.

A person has parental responsibility for a child if:

- the person:
 - is the child's parent (including a person who is presumed to be the child's parent because of a presumption (other than in section 69Q) in Subdivision D of Division 12 of Part VII of the *Family Law Act 1975* or (other than in section 189) in Subdivision 3 of Division 11 of Part 5 of the *Family Court Act 1997* (WA)), and
 - has not ceased to have parental responsibility for the child because of an order made under the *Family Law Act 1975* or the *Family Court Act 1997* (WA)
- or
- under a parenting order:
 - the child is to live with the person or
 - the person has parental responsibility for the child
- or
- the person has guardianship or custody of, or parental responsibility for, the child under a law of the Commonwealth, a state or a territory.

Please show us the child's original full birth certificate that shows the names of the child's parents, and make sure that both parents complete sections 12–15 of this form.

- If you cannot show us the full birth certificate, contact APIS for advice.
- If the current names of either parent are different from those on the birth certificate, please show us documents that explain the change of name (i.e. a certificate of name change from RBDM or a marriage certificate issued by a celebrant or RBDM).
- If court orders concerning the child are in force, present those orders. Foreign court orders may be taken into account in assessing an application but, even if they remove parental rights of a person, they do not override the consent requirements under Australian passport legislation. Any foreign language court order presented must be accompanied by a full translation provided by an approved translating and interpreting service.
- If either parent has died, show us evidence of the death.
- If you cannot get consent from both parents (e.g. because you do not know the whereabouts of one parent) contact APIS for advice.
- Parental consent is valid for six months from the date the parent signs at section 15; after that period, consent must be reconfirmed before processing can continue.
- The parental consent section of this form can be lodged at any participating Australia Post outlet, Passport Office or Australian diplomatic mission or consulate.

Notice about the collection, use and disclosure of personal information

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The *Australian Passports Act 2005* authorises the Australian Passport Office of the Department of Foreign Affairs and Trade to collect the personal information provided with the child's application for an Australian passport, including supporting documents and photos, to determine the child's eligibility. Without this information we are unable to process the application.

We may also collect personal information from third parties such as law enforcement or security agencies where those third parties provide us with information which is relevant to this application for a passport.

We may disclose your/the child's personal information for the provision of consular services and to other entities or individuals specified in the *Australian Passports Act 2005*, such as:

- the immigration department; civil registries; and licensing authorities that can verify information and assist in establishing your/the child's identity and eligibility

- Interpol and its member countries; other countries with which we have an agreement for purposes such as advising about the status of a passport; law enforcement authorities; Australian border authorities to facilitate international travel; and law courts for the operation of family law and related matters.

We are authorised by law to disclose your/the child's personal information to foreign border authorities:

- if we suspect there is unlawful activity relating to the passport
- for law enforcement purposes
- in countries with which Australia participates in the Regional Movement Alert System.

We may also use current and past information for testing, training and research purposes (contact APIS if you object).

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.

Signing the form

If the child is between 10 and 18 years of age, they are required to sign the form at section 16 (unless they are unable to sign for themselves). Their signature must be inside the white box and will appear in the passport.

If the child is under 10 years of age, they are not required to sign.

The declaration at section 17 must be signed by a parent.

Practice signature box

sample

Sign DECLARATION
inside this box

sample

Lost and stolen passports

Lost or stolen travel documents provide criminals with the opportunity to assume another identity, to carry out criminal activity in another name and to travel illegally. In addition to protecting your identity, you are required by law to report the loss or theft of your travel document as soon as possible. To report the loss or theft of your travel document, visit our website or contact APIS.

A travel document is only officially considered lost or stolen after the loss or theft has been reported to a passport office.

Australian travel documents reported lost or stolen are permanently cancelled and are no longer valid for travel. Repeated loss or theft of the child's Australian travel documents may affect the maximum validity of their new document. Visit our website for more information.

Where this application form is being used to apply for a new travel document because a previous document has been lost or stolen, you must complete section 10 of this form. This section requests information on the circumstances of the loss or theft and the number of Australian travel documents the child has lost or had stolen in the past five years.

You must also provide written details of the circumstances of each loss or theft on a B11—General Declaration form, available on our website or through APIS.

If the child was issued an emergency passport following the loss or theft of their previous document, you must complete section 10 and present the emergency passport at interview—or it may also be considered as lost or stolen. If you report the child's travel document as lost or stolen, but you subsequently find it and can present it before or when you lodge this application, or if you can demonstrate that there were exceptional circumstances, we will take this into account in determining the maximum validity of the child's new document. In all cases, the normal application fee will apply.

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). The *Australian Passports Act 2005* also provides penalties for those who do not report the loss or theft of their Australian travel document as soon as possible.

Refund of application fee

The application fee is only refundable in exceptional circumstances. A decision not to issue a passport or travel-related document is generally not considered to be an exceptional circumstance.

A decision not to refund an application fee is a reviewable decision under section 48(j) of the *Australian Passports Act 2005*. For further information on how to apply for a refund or seek a review of a decision, visit our website or contact APIS.