



Australian Government  
Department of  
Foreign Affairs and Trade

# Application for an Australian Passport Overseas: NOTES

## BEFORE YOU TRAVEL

Visit the Department's website  
[www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)  
to view the latest travel advice

**PASSPORT WEBSITE**  
[www.passports.gov.au](http://www.passports.gov.au)

**Find your nearest  
Australian diplomatic  
mission or consulate**  
[www.dfat.gov.au/missions](http://www.dfat.gov.au/missions)

## Protect your identity

### Keep your passport safe at all times.

Report any loss or theft  
immediately.  
See page 5 for details.

## PASSPORT INFORMATION

If you have any questions  
about this form or about  
how to get an Australian  
passport, or if you wish  
to comment about our  
service, offer suggestions  
for improvement, or  
register a complaint, visit  
our website or contact  
your nearest Australian  
diplomatic mission or  
consulate.

[www.passports.gov.au](http://www.passports.gov.au)

**Use this form**—only if you are an Australian citizen applying for an Australian passport outside Australia. If you have any questions or doubts, or require proof of your Australian citizenship, contact the Department of Home Affairs in Australia on 131 880, visit their website [www.homeaffairs.gov.au/citizenship](http://www.homeaffairs.gov.au/citizenship) or contact your nearest Australian diplomatic mission or consulate.

**If you are renewing your Australian adult passport**—visit our website to see if you are eligible to use the streamlined renewal process. Contact your nearest Australian diplomatic mission or consulate if you need help.

**Processing time for your passport:** Please allow for a **turnaround time of approximately three weeks**. If you have an urgent need to travel, contact your nearest Australian diplomatic mission or consulate.

**Parental consent:** Under Australian law, the written consent of each person with parental responsibility for a child is required before a passport may be issued to the child. For further information, read the notes on page 3 or visit our website.

## Your checklist

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

### Completing your form

-  Use **BLACK INK** and print within the boxes in **B L O C K L E T T E R S**
- Complete the form in English.
- If you are not required to give information in some parts of the form, leave the boxes blank.
- Choose an appropriate guarantor to endorse your photo and complete section 11 of the form. Your guarantor must either possess a current Australian passport or be employed in an approved professional or occupational group. See page 4 for more details.

### Lodging your form

- Adult applications should be lodged in person by the applicant at the nearest Australian diplomatic mission or consulate.
- Child applications should be lodged by a person with parental responsibility for the child (the lodging person is not required to be an Australian citizen). 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.
- You may be required to make an appointment to lodge this application. Please visit the Australian diplomatic mission or consulate website for details.

### What to bring to your passport appointment

- Your completed form.
- The application fee. Check with the Australian diplomatic mission or consulate for details of the current fee and acceptable methods and currency of payment.
- Your current or most recent Australian passport if you have one.
- Documents that prove your Australian citizenship and your identity (see page 2).
- If you are under 18 years of age (and have never been married): your full original birth certificate showing the names of your parents and your full name at birth. (Australian birth extracts and commemorative certificates are not acceptable.)
- Name change documents, if applicable (see page 3).
- Two colour photos, less than six months old, with one signed as a true photo of the applicant by the guarantor (see page 4).

### You must provide original supporting documents (not certified copies)

- You must provide approved English translations for any foreign language documents.

## What citizenship and identity documents will you need to provide with your application?

### 1 You must bring your current or most recent Australian passport if you have one

- Your current or most recent Australian passport (if you have one).** The passport will be cancelled at your appointment. If the passport contains valid visas that you wish to continue using, contact the foreign embassy/consulate that issued them.

### 2 You must provide original documents that prove Australian citizenship

- A full Australian birth certificate** (extracts and commemorative certificates are not acceptable) **and**
- If you were born in Australia on or after 20 August 1986, **proof of citizenship**—either your own Australian passport (issued on or after 1 January 2000 with at least two years validity), or one of the following documents to prove that one of your parents was an Australian citizen at the time of your birth: one parent's full Australian birth certificate; one parent's Australian passport (issued on or after 20 August 1986, before your birth and with at least two years validity); or one parent's Australian citizenship certificate (your parent must have acquired citizenship before your birth).
- NOTE:** If your parent was born in Australia on or after 20 August 1986, or held permanent residency status at the time of your birth, you will need to provide additional citizenship evidence. Visit [www.passports.gov.au](http://www.passports.gov.au) for more information.
- OR**
- Australian citizenship certificate** (or an extract from the register of citizenship by descent or an extract from the register of Australian births abroad) **and**
- If your Australian citizenship document does not show your sex or place and country of birth, you must provide your birth certificate or, if you cannot present your birth certificate, your foreign passport.

If you need further information on Australian citizenship, visit [www.homeaffairs.gov.au/citizenship](http://www.homeaffairs.gov.au/citizenship) or phone 131 880

### 3 Child applicants must provide their birth certificate

- If you are under 18 years of age and have never been married you must provide your birth certificate.** Your birth certificate must show your full name and the names of both your parents.

### 4 Adult applicants must provide additional proof of their identity

If you are 18 years of age or over (or have been married) you must also provide one of the following three combinations of original documents to support your identity:

#### Combination 1—two documents

- One document from **Category A**, and
- One document from **Category B**

**NOTE:** if neither of these documents shows your current address, you will also need to provide **one** document from **Category C** that shows your current address.

#### Combination 2 (if you cannot provide combination 1)

- Two documents from **Category B**, and
- One official document that includes your photo

**NOTE:** if none of these documents shows your current address, you will also need to provide **one** document from **Category C** that shows your current address.

#### Combination 3 (if you cannot meet combination 1 or combination 2)

- **At least three** documents from **Category C** that show your name and current address, and
- **One** official document that includes your photo and signature.

**NOTE:** If using Combination 3 to confirm your identity, your application will take longer to process and you will not be eligible to use the Priority Processing Service.

- Category A** All Category A documents should be current at the time of application.
- Current driving licence** issued by an Australian/foreign government's driving/traffic/motor vehicle licensing authority.
  - Foreign residency ID card**
  - Australian Proof of Age or Photo card**

- Category B** All Category B documents must be current at the time of application, with the exception of the Australian Passport.
- Health card** issued by a government authority
  - Social Security card** issued by a government authority
  - Department of Veterans' Affairs card** or equivalent issued by a government authority
  - Credit card or bank account card**
  - National Insurance card** issued by a government authority
  - Foreign passport**
  - Previous Australian Passport** issued on or after 1 July 2000 with more than two years validity that has not been expired for over ten years.

- Category C** All Category C documents must be no more than 12 months old at the time of application and show your current residential address.
- Motor vehicle registration or insurance papers**
  - Property rates notice or property lease agreement**
  - Home insurance papers**
  - Utilities bills**
  - Bank or credit card statements**

## If you have changed your name, additional documents may be required

If the name to appear in your passport is different (or anglicised) from the name on your birth certificate or citizenship certificate you must provide original documents to support your new name. Acceptable documents include:

- revised Australian birth, change of name, marriage or registered relationship certificate that has been issued by an Australian Registry of Births, Deaths and Marriages (RBDM)
- revised Australian citizenship certificate
- most recent passport issued on or after 20 August 1986 with at least two years validity, if the name has not been replaced with another name registered with an Australian RBDM or stated on an Australian citizenship certificate
- foreign marriage or name change certificates are accepted to support a name change only if you are unable to obtain name change documentation from an Australian RBDM.

If you have resumed the use of a previous name you must bring documents that explain your resumed name (e.g. divorce, marriage, birth, citizenship certificate). You may be able to use this name as long as you have not formally renounced its use and no other name change has occurred.

If you have changed your name more than once, include the most recent name change on the form and provide all original documents that explain all name changes you have had since birth or since obtaining Australian citizenship.

If the name change is due to marriage, divorce or death of a spouse, entering or ceasing to be in a registered or de facto relationship, or transitioning to another gender, and your passport has at least two years validity at the time of application, your 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 your country of residence, contact your nearest Australian diplomatic mission or consulate.

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

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

## Providing parental consent for a child applicant

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).

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.

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 may not 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

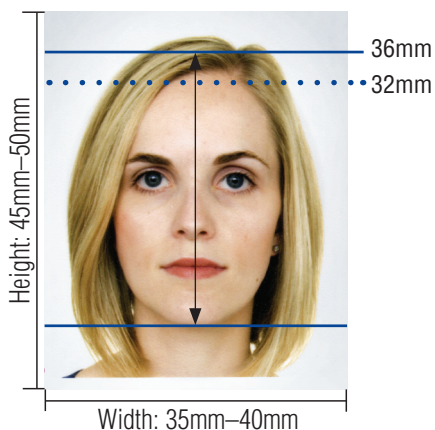
or

- the person has guardianship or custody of, or parental responsibility for, the child under a law of the Commonwealth, a state or a territory.

- **If you cannot show us the full birth certificate**, contact your nearest Australian diplomatic mission or consulate 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 (e.g. a certificate of name change from the Registrar of Births, Deaths and Marriages or a marriage certificate issued by a celebrant or RBDM).
- **If court orders concerning the child are in force**, please 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**, please 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 your nearest Australian diplomatic mission or consulate.
- **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 retail outlet, Passport Office or Australian diplomatic mission or consulate.**

## Providing two identical photos

### 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).

Two identical colour photos of the applicant must be provided with the completed application form. One must be endorsed by the guarantor.

The photos must be less than six months old and must meet Australian Passport Office standards. For full details of our standards visit our website, or contact your nearest Australian diplomatic mission or consulate.

**Photos that do not meet our requirements will be rejected and this will delay the issue of your 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

### The guarantor must:

- be 18 years of age or over
- not be related to the applicant by birth or marriage
- not be in a de facto or registered relationship with you or a parent of a child applicant
- not live at the same address as the applicant or a parent of a child applicant
- have known the applicant for at least 12 months or, for children under one year, since birth
- either: A. possess a current (unexpired) Australian passport, issued with at least two years validity, or  
B. be a person of any nationality currently employed in one of the approved occupational or professional groups listed with the Australian diplomatic mission or consulate where this form will be lodged ([www.dfat.gov.au/missions](http://www.dfat.gov.au/missions))
- be able to endorse the back of one photo as shown
- agree to be contacted by an Australian Passport Office representative to confirm the applicant'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 meet **all of these requirements before** they sign the 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.

## Notice about the collection, use and disclosure of personal information

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 this application for an Australian passport, including supporting documents and photos, to determine an applicant'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 the third parties provide us with information relevant to your application for a passport.

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

- the immigration department, civil registries, and licensing authorities, that can verify information and assist to establish your identity and eligibility
- Interpol and its member countries and other countries for purposes such as advising about the status of a passport

to law enforcement authorities; to Australian border authorities to facilitate international travel; and to law courts for the operation of family law and related matters.

We are authorised by law to disclose your personal information to foreign border authorities:

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

We may also use your current and past information for testing, training and research purposes (phone 131 232 or inform your nearest Australian diplomatic mission or consulate if you object).

For information on how to access or correct personal information and how to complain about a breach of privacy, please refer to the 'Protecting your privacy' brochure available on our website [www.passports.gov.au](http://www.passports.gov.au), or contact your nearest Australian diplomatic mission or consulate.

## Lost and stolen travel documents

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 your Australian travel documents may affect the maximum validity of your 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 you have 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 from an Australian diplomatic mission or consulate

If you were issued an emergency passport following the loss or theft of your 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 your travel document as lost or stolen, but you subsequently find your document 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 your 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, please contact the Australian diplomatic mission or consulate where you lodged your application or visit our website.

## Signing the form

The declaration at section 17 must be signed by the applicant or a parent of a child applicant.

All applicants must sign the form at Section 18, unless the applicant is under 10 years of age or is unable to do so.

The signature at section 18 must be inside the white box and will appear in the passport.

### Practice signature boxes

sample  sample  sample  sample