



Australian Passport Adult Simplified Renewal (PC7) Checklist for Mailed-In and In-Person Applications

NAME OF APPLICANT:	
You must be able to tick YES to all points 1 to 6 before mailing us your application or requesting an in-person appointment.	<input checked="" type="checkbox"/>
1. INSTRUCTIONS: I have read the application and printing instructions on the Consulate website .	
2. APPLICATION FORM: I have correctly completed and printed my Renewal Passport Application form online at the APO website.	
a. My form is printed ONE-SIDED and not cut off at the top/bottom of the page (compare with the image on the screen). The barcode in the top right corner has printed correctly.	
b. I have signed inside the signature box using black ink. My signature does not touch the box border or words around the box and the form has no corrections or alterations .	
3. PHOTOS: I have included two identical printed Australian standard passport photos that meet the requirements listed on the Australian Passport Office website.	
a. I have written my full name on the back of one photo using black ink. There is no ink smudged on the second photo. (A guarantor for your application and photos is not required).	
b. My photos are protected in a separate envelope or plastic sleeve. DO NOT attach your photos to the form which could damage them. We will attach them for you.	
c. Recommended - I have emailed a digital image (the original JPEG digital image only - scans of the photo are not accepted) to: Australian.consulate-geneva@dfat.gov.au	
4. PAYMENT: I have included the completed and signed credit card authorisation form. Or I will bring a credit card to the appointment (cash not accepted). You don't have a credit card – another person can complete the credit card authorisation form for you to either send with your application or bring to the appointment.	
5. RETURN ENVELOPE: I have included a stamped self-addressed return envelope. Ordinary stamps to a value of CHF6.80 . We do not accept registered 'R' stamps with bar codes. Passports can only be mailed to a Swiss address (friend, family, work).	
a. Or - I prefer to collect my new passport in-person when it is ready. You will be notified by email and must make an appointment to collect.	
6. COVER SHEET: I have printed and am including this completed checklist .	
IMPORTANT: If you did not tick YES to all points 1 to 6 then carefully check your application or start again. Incomplete applications will be returned to you unprocessed or require a new in-person appointment.	
7. TRAVEL: I have upcoming travel planned - From: _____ To: _____ Please print and include a copy of your itinerary.	
a. I intend to use my current valid passport for my upcoming travel. Your current/expiring passport will remain valid for use/travel (check with airlines/transit countries for requirements including expiry dates) while the new passport is being processed.	
b. I do not intend to travel but would like my current passport to remain valid while the new one is being processed.	
8. Are you travelling within the next 4 weeks? If yes, you may need an emergency passport . Please call or email us to discuss your options - Australian.consulate-geneva@dfat.gov.au	





ADDITIONAL INFORMATION

SIGNATURE: Sign and date the application form using **BLACK** ink - ensure your signature is within the white signature box. If your signature extends outside of the white box or touches words around the box, try again using the white box on the right-hand side) **or reprint a new form (one-sided)** and sign again. **IMPORTANT** - This is the signature that will show in your new passport. See example below (this section must NOT contain any alterations or whiteout).

The image shows a portion of the Australian passport application form. It includes a section for the applicant's declaration, a warning about false statements, and fields for the applicant's signature and date. A red arrow points to the signature box, and another points to the date field. A note above the photo area states: "Applicant must write full name on back of one photo." The bottom section of the form is labeled "OFFICE USE ONLY" and contains various checkboxes and fields for the interviewer's use.

WHERE TO SEND AND WHAT TO INCLUDE:

Send your completed and signed application form, two photos, the credit card authorisation form, a stamped self-addressed return envelope and this completed checklist in an A4 envelope (**DO NOT** fold the application form) to:

**Australian Consulate General
Passport Office – Adult passport renewal
Case Postal 102
1211 Geneva 19**

In-person appointment – See our website for information on how to book an in-person appointment.

PLEASE DO NOT:

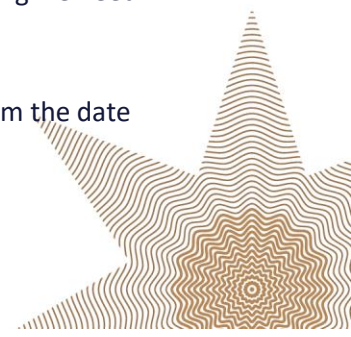
- Hand deliver your application.
- Print double-sided or the top/bottom of the form is missing or cut off.
- Fold your application - use an A4 envelope.
- Use whiteout, staples, tape, glue or paperclips or anything else on any part of your mailed-in application or photos.

PASSPORT PROCESSING TIMES:

You should allow a minimum of 6 weeks to receive your new passport after you lodge the application. To minimise processing times, make sure your application includes everything we need.

Check the APO website for [current passport processing timeframes](#)

If applicable - Your **current/expiring passport** will be automatically cancelled 30 days from the date we send you the new passport. You will receive an email notification.





Mark items to charge:	<input type="checkbox"/> Passport Application & Overseas Processing Surcharge Fees	<input type="checkbox"/> Postage Fee Registered Mail or Moon Express (if required)	<input type="checkbox"/> Emergency Passport Fee (if eligible)	<input type="checkbox"/> Notarial or Consular Fee
Card Holder's Name:	I, _____ WRITE NAME ABOVE - authorise the Australian Consulate-General Geneva to charge my credit card for the items marked above. I understand that all fees are charged in AUD and are subject to exchange rates and any overseas transaction fees. I understand that my card will be charged the fees applicable on the day the payment is processed. - authorise the Australian Consulate-General Geneva to charge my credit card for the amount in postage should my documents be returned due to an incomplete application or missing information.			
Signature:			Date:	

Passport and Notarial fees can be found at: [FEES - Passport and Notarial Services \(mission.gov.au\)](https://www.mission.gov.au/fees).

CREDIT CARD DETAILS

Type of card:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
(No other credit cards accepted)		
Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
CCV/Security Code:	<input type="text"/> <input type="text"/> <input type="text"/>	
Name on credit card:		
Billing address:		
Street/No: _____		
City: _____ Post Code: _____		
Phone: _____		
Email: _____		

