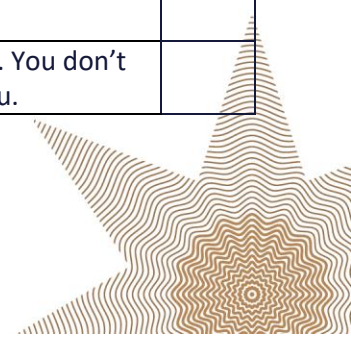




Australian Passport Child In-Person Application (PC8) Checklist

Use this checklist for all **in-person** child passport applications – first passport, renewal for a child aged 16 & 17 years, name (or other) change, or to replace a lost, stolen, seriously damaged passport. **Must lodge in-person.**

NAME OF CHILD APPLICANT:	
You must be able to tick YES to all points 1 to 7 before making an in-person appointment to lodge your child's passport application.	✓
1. INSTRUCTIONS: I have read the application and printing instructions on the Consulate website .	
2. APPLICATION FORM: I have correctly completed and printed my child's Overseas Passport Application form online at the APO website. Not eligible for the mailed-in renewal process.	
a. My child's form is printed ONE-SIDED and not cut off at the top/bottom of the page (compare with image on screen). The barcode in the top right corner of each page has printed correctly.	
b. The guarantor has correctly completed and signed Section 11.	
c. I have completed in full section 12, 13a-b-c and 14a-b-c. No section can be left blank.	
d. Both parents have given consent and completed sections 12, 13 and 14 . They have signed section 15 in front of a qualified witness (see instructions on the application form).	
e. I have completed and signed section 17 . My child aged 10-15 years has signed section 18 inside the white signature box using black ink . My child's signature does not touch the box border or words around the box. Your child's signature will show in the new passport.	
3. ORIGINAL DOCUMENTS: I can bring all the required documents listed below to the appointment.	
a. Birth Certificate:	
- Born in Australia – Your child's Australian Birth Certificate.	
- Born overseas – Your child's foreign birth certificate (international version). Any foreign-language documents must be translated in full by an approved translation service.	
b. Proof of Citizenship:	
- Born in Australia – On or after 20/08/1986 see section 3a of the form.	
- Born Overseas – Must provide your child's Australian citizenship certificate or the email from Home Affairs confirming your child has 'Acquired' Australian citizenship.	
c. Proof of Child's Name Change: (if applicable) I have checked the APO website (Names and name change) and I have the documents required to change my child's name, gender or other.	
4. PHOTO ID FOR BOTH PARENTS – I can bring valid photo ID (Australian/foreign - passport, driver's license, or residency permit) for both parents.	
5. PROOF OF ADDRESS FOR BOTH PARENTS – I can bring a document which shows the current home address, not more than 3 months old (ex. utility bill, health/car insurance bill, medical bill, bank/credit card statement, telephone/Internet bill etc.) for both parents.	
6. PHOTOS: I can bring two identical printed Australian standard passport photos of my child that meet the requirements listed on the Australian Passport Office website.	
a. The guarantor has correctly endorsed and signed the back of one photo "This is a true photo of CHILD'S FULL NAME " using black ink . There is no ink smudged on the second photo.	
b. My child's photos are protected in a separate envelope or plastic sleeve. DO NOT attach the photos to the form which could damage them. We will attach them for you.	
c. Recommended - I have emailed a digital photo (the original JPEG digital image only - scans of the photo are not accepted) to: Australian.consulate-geneva@dfat.gov.au	
7. PAYMENT: We accept payment by credit card only at the appointment (cash not accepted). You don't have a credit card – another person can complete the credit card authorisation form for you.	





<p>8. RETURN ENVELOPE: I will bring 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).</p>	
<p>a. Or - I prefer to collect the new passport in-person when it is ready. You will be notified by email and must make an appointment to collect.</p>	
<p>IMPORTANT: If you did not tick YES to all points 1 to 8 then carefully check your application and documents or start again. Incomplete applications will not be accepted, and a new appointment will have to be scheduled.</p>	
<p>9. Are you replacing a lost, stolen, seriously damaged passport? If yes, you must complete the B11 – General declaration form to explain in detail how the passport was lost, stolen, damaged.</p>	
<p>10. PROOF OF PARENTS NAME CHANGE – (if applicable) If the current name of a parent has changed since your child’s previous passport application you must provide a document proving the name change (e.g., marriage certificate, name change certificate or divorce decree).</p>	
<p>11. TRAVEL: I have upcoming travel planned - From: _____ To: _____ Please print and include a copy of the itinerary.</p>	
<p>12. Do you intend to use your child’s current/expiring passport for upcoming travel?</p>	
<p>a. I intend to use my child’s current valid passport for upcoming travel. Your child’s 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.</p>	
<p>b. My child will not be travelling in the next 6 weeks, but I would like my child’s current passport to remain valid while the new one is being processed.</p>	
<p>13. Is your travel 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</p>	

ADDITIONAL INFORMATION

BIRTH CERTIFICATE:

I can't locate my child's original birth certificate.

- Born in Australia – Visit the [Registry of Births, Deaths and Marriages \(RBDM\)](#) website in the state where your child was born for information on how to apply for a replacement birth certificate.
- Born overseas - Contact the Civil Office where your child's birth was registered for information on how to apply for a new international birth certificate.

CITIZENSHIP CERTIFICATE:

I can't locate my child's original Australian citizenship certificate.

- Visit the [Department of Home Affairs](#) website for information on how to apply for a replacement citizenship certificate.

PARENTAL CONSENT:

If your child was adopted, born as a result of surrogacy, has one parent only on the birth certificate, or you are unable to obtain the consent of all parties with parental responsibility, you may need to provide supplementary information and/or all court orders issued in relation to the child. You can find more information on [Parental responsibility and consent | Australian Passport Office \(passports.gov.au\)](#)

For parents living in different locations, we strongly recommend you check the following links:

- [How to consent to a child passport | Australian Passport Office \(passports.gov.au\)](#)
- [Incomplete consent | Australian Passport Office \(passports.gov.au\)](#)

TRANSLATIONS OF FOREIGN ISSUED DOCUMENTS:

All foreign issued documents must be the international version showing English otherwise an official sworn English translation of all pages must also be provided. In Switzerland and most European countries, a new international certificate (called *Extract*) showing English can be ordered from the issuing authority which is faster and less expensive than having the documents translated.





GUARANTOR REQUIREMENTS:

A guarantor must sign section 11 of the application form. The guarantor must also endorse the back of one passport photo by writing 'This is a true photo of [CHILD'S FULL NAME]' and signing in **black** pen.

You should ensure that your child's guarantor meets the below criteria:

- ✓ Is aged 18 years or older.
- ✓ Has known your child for a minimum of 1 year, or since birth for children under 12 months of age.
- ✓ Cannot be related in any way to the child or to a person who has parental responsibility for the child, or in a de facto relationship with the person who has parental responsibility, or living at the same address as the child or a person with parental responsibility.
- ✓ Meets the guarantor qualifications below (either 1 or 2).

Guarantor qualifications you can choose from:

1. Australian citizen who currently holds a valid Australian passport

OR

2. Foreign national (not Australian) who is currently employed in one of the below occupations/professions:

- ❖ Accountants (certified/registered)
- ❖ Bank Manager or Director (of a department but not a bank employee/clerk)
- ❖ Professional Engineers (currently licensed)
- ❖ Judges, Barristers, Attorneys, Lawyers, Solicitors
- ❖ Registered Medical Practitioners – Doctors/GP, Psychiatrists, Dentists, Pharmacists
- ❖ Registered Nurses, Midwives, Chiropractors, Optometrists, Physiotherapists, Psychologists
- ❖ Registered Veterinary Surgeons
- ❖ Police Officers - with at least 5 years continuous service
- ❖ Ministers of Religion and Marriage Celebrants
- ❖ Teachers - who have been teaching for more than 5 years
- ❖ Public Servants/Local Government employees - who have been employed continuously for at least 5 years

What if i can't find a guarantor in Switzerland?

Some applicants find it difficult to obtain a guarantor in Switzerland. Usually this is because they have recently relocated to Switzerland and do not know anyone here who has known their child for longer than 12 months. If you are unable to obtain a guarantor in Switzerland, you should obtain a guarantor from a country where you previously lived (e.g., Australia). You will need to send them Section 11 of the passport applications form to complete and sign, together with one of your child's passport photos, for them to endorse and sign the back of the photo. Once they have signed the documents, they must send the originals back to you so that you can submit them when you lodge your child's application. We cannot accept the documents from your guarantor by email.

PASSPORT PROCESSING TIMES:

You should allow a minimum of 6 weeks to receive your child's new passport after you lodge the application.

To minimise processing times, make sure your child's application includes everything we need - All sections of the application form are fully and correctly completed, dated and signed.

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

If applicable – Your child's **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 \(mission.gov.au\)](http://FEES - Passport and Notarial Services (mission.gov.au)).

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"/>
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: _____

