



Adult Passport – Renewal (PC7 application form)

Use this form if: - Your current adult passport is still valid or has expired for less than three (3) years.

OR

- You were 16 years or older when your most recent child passport was issued.

Please bring **ALL** of the following **ORIGINAL documents** to the appointment. We cannot accept copies or certified copies of these documents. Incomplete applications will not be accepted:

1. Completed **PC7 application form**: download and print online – www.passports.gov.au
2. **Current passport (s)**: the old passport will be returned with the new passport
3. **Photos**: Two (2) identical colour passport photos taken less than 6 months ago. Please **DO NOT attach** the photos with paperclips, tape or glue which might damage them.
4. **Proof of your residential address** – utility/phone/medical bill/bank statement showing your full name and current address.
5. **Passport fee** (see fee and payment below)
6. Addressed **return envelope and stamps**: Ordinary stamps **value CHF7** (we do not accept pre-registered 'R' stamps). Passports can only be mailed within Switzerland.

Lodgement:

All passport applications must be lodged in person, there are no exceptions. **By appointment only!** Appointments can be booked online - www.Australia.ch /Australians/Passport services

Processing Time:

You should allow up to three (3) weeks to receive a new passport. Processing will only commence once we have received the COMPLETE application form, supporting documents and photos.

Fee and Payment:

We no longer accept cash payments. Payments can be made two ways:

- **Credit Card** (we accept Maestro, Visa and MasterCard) at the time of your appointment.
- **Bank Transfer** – Payment must be made prior to the appointment and a copy of the bank transfer confirmation provided as proof of payment. Our bank account details can be found on our website – www.Australia.ch /Australians/Fees.

Passport fees are adjusted on the 1st of each month to the current Australian dollar to Swiss francs exchange rate. Please consult our website for the most up-to-date fees. No refunds will be given for applications that are withdrawn.