



Adult Passport (PC8 application form)

- Use this form if:**
- You are 18 years or older and this is your first passport
 - Your previous adult passport expired more than 3 years ago
 - You are 18 years or older and your previous child passport was issued before your 16th birthday.

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 **PC8 application form**: download and print online – www.passports.gov.au
2. **Birth certificate**:
 - Australian birth certificate (commemorative certificates are not accepted)
 - Foreign international birth certificate (version showing English otherwise an official English translation must also be provided)
3. **Proof of citizenship**, either **A or B**:
 - A. **Born in Australian** on or after 20/08/1986 (see section 3a on the PC8 application form for a list of accepted documents)
 - B. **Born overseas** - Australian citizenship certificate
4. **Valid ID documents** – bring **ONE document from EACH** category (A, B and C):
 - A. **Photo ID** – foreign passport, driver's license or residence permit
 - B. **Other ID** – health insurance card, bank/credit card or Social Security card (AVS)
 - C. **Proof of your residential address** – utility/phone/medical bill or bank statement showing your full name and current address
5. **Proof of your mother's maiden name** (family name at her birth): marriage certificate, the Swiss family book or your mother's birth certificate
6. **Current passport(s)**: the old passport will be returned with the new passport
7. **Photos**: Two (2) identical colour passport photos taken less than 6 months ago. The back of one photo must be correctly endorsed and signed by the guarantor. Please **DO NOT attach** the photos with paperclips, tape or glue which might damage them.
8. **Passport fee** (see fee and payment below)
9. 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](http://www.Australia.ch/Australians/Passport%20services)

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.