



# Child Passport – 1<sup>st</sup> and Renewal (PC8 application form)

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](http://www.passports.gov.au) The PC8 form must be used for all child applications, even when renewing.
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. **Lodging parent's ID documents**:
  - **Valid photo ID** – valid passport, driver's license or residence permit **AND**
  - **Proof of lodging parent's residential address** – utility/phone/medical bill/bank statement showing the full name and current address
5. **Proof of the mother's maiden name** (family name at her birth): marriage certificate, the Swiss family book or the mother's birth certificate
6. **Current passport**: 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, except child applications, which must be lodged by a person with parental responsibility for the child. The lodging parent/guardian does not need to be Australian. **By appointment only!** Appointments can be booked online - [www.Australia.ch/Australians/Passport services](http://www.Australia.ch/Australians/Passport%20services)

- **Children aged 0-15 years**: Children aged 0-15 years will be issued with a 5-year passport and are not required to attend the appointment.
- **Children aged 16 & 17 years**: Children aged 16 & 17 will be issued with an adult 10-year passport and are required to attend the appointment with the lodging parent/guardian.

## **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](http://www.Australia.ch/Australians/Fees).

Passport fees are adjusted on the 1<sup>st</sup> 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.