



Name Change Passport (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
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. **Proof of name change**: see name change below
5. **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
6. **Proof of your mother’s maiden name** (family name at her birth): marriage certificate, the Swiss family book or your mother’s birth certificate
7. **Current passport(s)**: the old passport will be returned with the new passport
8. **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.
9. **Passport fee**: see fee and payment below
10. Addressed **return envelope and stamps**: Ordinary stamps **value CHF7** (we do not accept pre-registered ‘R’ stamps). Passports can only be mailed within Switzerland.

Proof of Name Change – Marriage:

- Born in Australia/Overseas and Married in Australia: **Australian marriage certificate** issued by RBDM
- Born in Australia and Married Overseas - **Australian name change certificate or revised birth certificate** issued by RBDM and the **foreign marriage certificate** (foreign documents see translations**))
- Born and Married Overseas - **foreign marriage certificate** stamped with an **Apostille*** (foreign documents see translations**))

Proof of Name Change - Divorce:

- Born and Divorced in Australia - **Australian name change certificate** issued by RBDM
- Born in Australia and Divorced Overseas - **Australian name change certificate or revised birth certificate** issued by RBDM and the **divorce papers** (foreign documents see translations**))
- Born and Divorced Overseas - **divorce papers** stamped with an **Apostille*** (foreign documents see translations**))

Turn over



***Apostille:** For Switzerland see Legalisation offices below. For other Countries please contact the authorities where the certificate was issued for information or visit the HCCH website: www.hcch.net

****Translations:** All foreign documents must be the international version showing English otherwise an official English translation of **all pages** is required.

Other Information:

- **Register of Births Deaths and Marriages (RBDM)** – contact information can be found on our website - [www.Australia.ch/Australians/Passport services](http://www.Australia.ch/Australians/Passport%20services)
- **Swiss Legalisation Offices in Switzerland** – information for each Canton can be found on the Swiss Federal Chancellery website - www.bk.admin.ch/dienstleistungen/legal/index.html?lang=en
- **Translation Services** - can be found in Geneva on the website www.geneve.ch/traducteurs or from your local Cantonal authorities.

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.

Fee Waiver Due to Name Change (if applicable):

Should you wish to replace your current passport due to a name change (this applies to persons who change their name due to entering or leaving a registered or de facto relationship or a result of transitioning to another gender), you will be eligible for a fee waiver when applying for a replacement passport. To qualify your current passport must be valid for a further two (2) years. Please note that the **expiry date** of the new passport issued will remain the **same as your current passport**.