



## Checklist - Streamlined Renewal - with an appointment

Use this checklist if you are eligible for a streamlined renewal and require an appointment – eligible if your most recent passport was issued after 2006 or (if eligible) renewing due to full visa pages or minor damage of your passport AND you are lodging at an appointment.

This completed checklist MUST accompany your application.

Name of Applicant: \_\_\_\_\_

1. **Complete your Australian Passport Application for Overseas Renewal PC7 form online** at the Australian Passport Office website [Online Passport Application](#) and check:
  - your current home address, contact phone number and email address is provided
  - your biodata details match your previous passport (name, date of birth, place of birth, sex - all bio details remain THE same)
  - the application form is valid (check the expiration/lodge by date at the top of the form)
  - your passport is not being replaced due to minor damage or full visa pages (appointment required)
2. **Print the PC7 application form** and check:
  - no parts of the form are cut off during printing (top and bottom of form - shrink to fit)
  - using a BLACK pen only, in Section 5, sign and date the application form – **your entire signature must be centred INSIDE the white box – see example below (this section must NOT contain any alterations or whiteout)**. If you sign incorrectly, reprint the form, and sign again.
  - the application must be signed and dated within the last 6 months
3. **Two Australian standard passport photos:**
  - ensure your photos meet the photo guidelines at: [Photo guidelines](#)
  - photos must have been taken within the last 6 months
  - FULL name PRINTED on the back of one photo (take care not to get ink on the photos)
  - email your digital image (tick only if yes) to: [australian.consulate-geneva@dfat.gov.au](mailto:australian.consulate-geneva@dfat.gov.au)
  - DO NOT stick the photos on the application (we will do that for you) – no paperclips, glue, staples or tape as this may damage the photos.
4. **Payment:**
  - Passport fees will be charged at your appointment in Australian dollars (AUD) (subject to exchange rates and any overseas transaction fees).**
  - For current passport and postage fees: [FEES - Passport and Postage](#).**
5. **Return envelope and postage fee:**
  - Bring a stamped (CHF 6.30) self-addressed return envelope (C5 size) - **Prepaid Registered mail stickers are not accepted**
  - Passports can only be mailed within Switzerland
  - Alternatively, you can collect your passport in person from the Consulate-General in Geneva.
6. **You MUST bring your current (or most recent passport) to your appointment.**
7. Email us to schedule an appointment (see below)
8. **If you are replacing your passport due to full visa pages or minor damage a [B11 Declaration](#) explaining why you are renewing is required.**



## Additional Important Information

### Book an In-Person Appointment

**Our online booking system is currently closed** - Appointments for passport services can only be made by sending an email to: [australian.consulate-geneva@dfat.gov.au](mailto:australian.consulate-geneva@dfat.gov.au). Appointments are held Tuesdays, Wednesdays and Thursdays in Geneva. There is currently a 2-3 week waiting time for appointments.

### To schedule an appointment please provide the following in your email:

1. In the subject line of your email: Last name, First Name – Passport Appointment
2. The number of passports you are requiring, age of children and type of passport application (e.g., Adult Simplified Renewal, Adult Full Visa Pages or Minor Damage, Adult First, Adult previous passport issued before 1 January 2006, Child First, Child Renewal, Adult/Child Name Change, Adult/Child Lost/Stolen/Serious Damage)
3. Contact phone number and email address
4. The names of applicants attending the appointment
5. Preferred 'days' (Tuesday, Wednesday, or Thursday) and 'times' (morning/afternoon) and where you will be arriving from
6. If you require an urgent appointment - provide specific details of your urgency (e.g., evidence of confirmed travel plans).

### Signatures:

Sign and date the renewal form - ensure your signature is within the white box (if your signature extends outside of the white box or touches words around the box, try again using the white box on the right-hand side). If you sign incorrectly or outside of the box, reprint a new form, and sign again. See example below (this section must NOT contain any alterations or whiteout).

The image shows a portion of the Australian passport application form. It includes a section for the applicant's declaration, a warning box about criminal offences, and fields for the applicant's signature and date signed. Red arrows highlight the signature box and the date field. A red box also highlights the instruction 'Applicant must write full name on back of visa photo'.

### PLEASE DO NOT:

- Use whiteout, staples, tape, glue or paperclips or anything else on any part of your application or photos

### Current Passport Processing Times:

Please visit our website for current passport processing times [Passport Services \(mission.gov.au\)](http://Passport Services (mission.gov.au))

### Urgent Travel:

- **Contact us** - It may be possible to have an [Emergency passport](#) issued while the new passport is being processed. Emergency Passports have an additional fee and take 2 business days to process once the application is completed.
- Evidence of the urgency is required (i.e. confirmed travel bookings)
- **More information** on passports can be found at: [Australian Passport Office](#)