



ADULT APPLICATION

USE THIS FORM IF:

- Your most recent passport expired more than 3 years ago
- You were 0-15 years old when your most recent child passport was issued
- You are 18 years or older and this is your first passport
- You are changing your name or other information on your passport
- You are replacing an emergency, lost, stolen or seriously damaged passport

DOCUMENTS REQUIRED

You must bring the items below to the passport interview. All documents must be original. We do not accept copies of any kind, including those made by Notaries Public and Justices of the Peace.

1. Your **completed PC8 Overseas passport application form** (5-page form, sections 1-18).
2. Your most recent **Australian passport** (if you have one).
3. **Birth Certificate:**
 - Australian birth certificate - Commemorative birth certificates are not accepted OR
 - Foreign birth certificate - International version showing English or foreign version and a sworn English translation.
4. **Proof of Citizenship:**
 - Born in Australia on or after 20/08/1986 (see section 3a on the PC8 application form for a list of accepted documents)
 - Born Overseas - Australian citizenship certificate
5. **Approved ID Combination.** At least one document from each category:
 - **Photo ID** – Foreign passport, driver's license or residence permit; AND
 - **Other ID** – Health insurance card, bank/credit card or Social Security card (AVS)
6. **Proof of your address** – This should be your Swiss address (unless you are simply passing through as a tourist or live in a border country in which case use your regular Australian/overseas address). You can choose from:
 - Utility bill (no more than 6 months old)
 - Bank or credit card statement (no more than 6 months old)
 - Driving licence or residency permit (!!! The address **does not** always show on Swiss issued ID)
 - Health insurance bill (no more than 6 months old)
 - Motor vehicle registration or insurance (no more than 6 months old)
 - Property lease agreement
7. **Two (2) compliant passport photos**, one of which has been endorsed on the back by your guarantor, less than six months old. We will attach the photos for you.

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8. **Return envelope and stamps.** Ordinary stamps value of CHF6.30 (CHF5.30 + CHF1.00). For tracking reasons, we **do not accept** the Swiss pre-registered stamp with a barcode, only ordinary stamps. One stamped envelope is required for each passport application.
 9. **Visa, MasterCard or EC/Maestro** card for payment. (Cash, Post Finance debit and all other credit cards are not accepted).

USE THIS CHECKLIST TO PREPARE FOR YOUR INTERVIEW

- ✓ All **supporting documents are original** (photocopies and notarised copies not accepted).
 - ✓ Application **form is sized/printed correctly** so nothing is cut off at the top or bottom of pages. Check your printer settings to *shrink to size* before printing.
 - ✓ **Guarantor has properly completed and signed** Section 11 (including date of birth).
 - ✓ **Guarantor meets the criteria** and is not related to you by birth/marriage or living at the same address. They can live in the same building but not apartment.
 - ✓ Guarantor has **written on the back of one photo** “This is a true photo of *YOUR FULL NAME*” and signed underneath.
 - ✓ **No alterations**, tracing over or whiteout used on signatures and dates at Sections 11, 17 and 18.
 - ✓ Sections 11 and 17 are **dated within six months** of your interview date.
 - ✓ Your **signatures** at Section 17 and 18 are **completely inside the boxes**. Not touching any words or lines around the signature box.
 - ✓ **Photos checked for size and quality**. Printed on a high standard printing paper (heavy weight, glossy paper). Use a magnifying glass to ensure they are not grainy, blurry, pixilated or striped. There should be no flash reflection on the face or shadows behind the head. See the photo guidelines flyer for more information.
 - ✓ You have **booked an appointment**. Walk-ins are not accepted.
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