Australian Government

ADULT SIMPLIFIED RENEWAL

USE THIS FORM IF:

- Your most recent passport has not expired or expired for less than 3 years
- You were 16 years or older when your most recent passport was issued
- You are not changing your name or other information on your passport
- You are not replacing a lost, stolen or seriously damaged passport
- You are replacing due to full visa pages or minor damage (contact us for information)

DOCUMENTS REQUIRED

You must bring the items below to your passport interview:

1. Your **completed PC7 application form** (1-page form).

2. Your most recent **Australian passport**.

3. **Two (2) compliant passport photos**, less than six months old. We will attach the photos for you.

4. **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.

5. **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

- ✓ Application form is valid (check expiration date at the top).

- ✓ Application **form is sized/printed correctly** so nothing is cut off at the top or bottom of the pages. Check your printer settings to *shrink to size* before printing.

- ✓ Section 5 is signed and dated and your **signature is completely inside the white box**. Not touching any words or lines around the box.

- ✓ No alterations or whiteout on your signature and date.

- ✓ **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.

- ✓ Your name is printed on the back of one photo.

- ✓ You have **booked an appointment**. Walk-ins are not accepted.