



CHECKLIST – ADULT – ALL OTHER

Use this checklist if you have never held an Australian passport, or if your Australian passport was issued **before** 01 January 2006, or was issued when you were 0-15 years old

This completed checklist **MUST** accompany your application.

Name of Applicant: _____

You must bring **all** the items below to your appointment. All documents must be original. We do not accept copies.

1. **Complete your Australian Passport Application form online** at the Australian Passport Office website [Online Passport Application](#) and check:
 - 5-page form – all sections to be completed – all 5 pages must be brought to your appointment.
 - Application **form is sized and printed correctly**. Ensure **nothing is cut off** at the top or bottom of all pages. Check your printer settings – set to *shrink to size* before printing.
 - Signatures** at Section 17 and 18 are **completely inside the white boxes**.
2. Your most recent **Australian passport** (if you have one).
3. Your **original Birth Certificate (original certificate only)**:
 - Australian birth certificate - Commemorative birth certificates are not accepted OR
 - Foreign birth certificate - International version showing English OR an English translation
4. Your **Proof of Citizenship (original certificate only)**:
 - Born in Australia on or after 20/08/1986 see section 3a on the form for a list of accepted documents OR
 - Born Overseas - Australian citizenship certificate
5. **Guarantor** - Your guarantor must meet the criteria – see below
 - Guarantor has properly completed and signed** Section 11 (including their date of birth and contact details).
 - Guarantor has **written on the back of one photo** “This is a true photo of *YOUR FULL NAME*” and signed underneath.
6. **Approved ID Combination** – you will need one from each of the below categories
 - Photo ID** – Either a Foreign passport, Australian/foreign driver’s license, or residence permit; **AND**
 - Other ID** – Either a Health insurance card, bank/credit card or Social Security card (AVS)
7. **Proof of your current residential address** – this should be your regular home address and not more than 6 months old (utility bill, health insurance bill, medical bill, telephone/Internet bill, insurance)
8. **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
 - guarantor has endorsed 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
 - 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.



9. 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](#).

9. 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.

10. Email us to schedule an appointment (see below)

Additional Important Information

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. Appointments are held Tuesdays, Wednesdays and Thursdays in Geneva.

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).

Birth Certificate:

If you can't locate your original birth certificate - information on how and where to apply for a replacement birth certificate can be found at the website of Registry of Births, Deaths and Marriages (RBDM) in the state that you were born.

Born overseas? Please contact the Civil Office where the event took place for information on how to apply for a new birth certificate.

Citizenship Certificate:

If you can't locate your original citizenship certificate - information on how and where to apply for a replacement citizenship certificate can be found at: [Australian Citizenship](#)

Translations of Foreign Issued Documents:

All foreign documents must be the international version showing English otherwise an official sworn English translation of **all pages** is required. In Switzerland and most European countries, a new international certificate (called *Extract*) showing English can be ordered from the issuing authority which is faster and less expensive than having the documents translated.



Translation Services can be found at:

- Swiss Association of Sworn Translators - <http://www.astj.ch/en>
- NAATI - www.naati.com.au

Guarantor (Referee) in Switzerland:

Who needs a guarantor?

If you are using the Application for an Australian Passport Overseas form (PC8, 5-page form) you **must** provide a guarantor. A guarantor is not optional. Your guarantor must complete Section 11 of the application form. They must also endorse the back of one photo by writing in English "**This is a true photo of [your full name]**" and sign underneath.

General Guarantor Criteria for guarantors

You should ensure that your guarantor:

- ✓ is 18 years of age or older
- ✓ is not related to you/the child by birth or marriage
- ✓ is not in a de facto relationship with you or a parent
- ✓ does not live at the same address as you, the child or a parent
- ✓ has known you/the child for at least 12 months or since birth for a child under 1 year of age
- ✓ meets the guarantor qualifications below.

Guarantor Qualifications

There are two types of guarantors you can choose from:

1. A current Australian passport holder

OR

2. A non-Australian (foreign national) who is currently employed in one of these occupation groups:

- ✓ Accountants (certified/registered)
- ✓ Bank Manager or Director (of a department but not a bank employee/clerk)
- ✓ Professional Engineers (currently licensed)
- ✓ Judges, Barristers, Attorneys, Lawyers, Solicitors
- ✓ Registered Medical Practitioners – Doctors/GP, Psychiatrists, Dentists, Pharmacists
- ✓ Registered Nurses, Midwives, Chiropractors, Optometrists, Physiotherapists and Psychologists
- ✓ Registered Veterinary Surgeons
- ✓ Police Officers - with at least 5 years continuous service
- ✓ Ministers of Religion and Marriage Celebrants
- ✓ Teachers - who have been teaching for more than 5 years
- ✓ Public Servants/Local Government employees - who have been employed continuously for at least 5 years

What if I can't find a guarantor in Switzerland?

Some applicants find it difficult to obtain a guarantor in Switzerland. Usually this is because they have recently relocated to Switzerland and do not know anyone here who has known them for longer than 12 months.

If you are unable to obtain a guarantor in Switzerland, you should obtain a guarantor from a country where you previously lived (e.g., Australia). You will need to send them Section 11 of the PC8 form, together with one of your passport photos, for them to endorse and sign. Once they have signed the documents, they must send the originals back to you so that you can submit them when you lodge your application. We cannot accept faxes or emails from your guarantor. They must send the originals back to you before you lodge.

More information on passports can be found at: [Australian Passport Office](http://www.passports.gov.au)