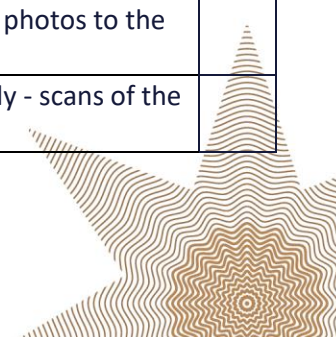




## Australian Passport Name Change Application (PC8) Checklist

Use this checklist if you are changing your name due to a change in marital status, gender transition or personal preference. **You must lodge in-person using the 5-page application form.**

<b>NAME OF APPLICANT:</b>	
You must be able to tick <b>YES</b> to all points 1 to 7 before making an in-person appointment to lodge your passport application.	✓
<b>1. INSTRUCTIONS:</b> I have read the application and printing instructions on the <a href="#">Consulate website</a> .	
<b>2. APPLICATION FORM:</b> I have correctly completed and printed my <a href="#">Overseas Passport Application form</a> online at the APO website. <b>5-page form</b> – you are not eligible for the simplified renewal process.	
a. My form is printed <b>ONE-SIDED</b> and <b>not cut off</b> at the top/bottom of the page (compare with the image on the screen). The barcode in the top right corner of each page has printed correctly.	
b. <b>My guarantor</b> has correctly completed and signed Section 11.	
c. I have completed, dated and <b>signed sections 17 and 18</b> using <b>black ink</b> in my new name. My signature <b>does not touch</b> the box border or words around the <b>signature box in section 18</b> . This signature will show in the new passport.	
<b>3. ORIGINAL DOCUMENTS:</b> I can bring <b>all the required documents</b> listed below to my appointment.	
a. <b>Birth Certificate:</b>	
- Born in Australia – Your Australian birth certificate.	
- Born overseas – Your foreign birth certificate (international version). Any foreign-language documents must be translated in full by an approved translation service.	
b. <b>Proof of Citizenship:</b>	
- Born in Australia – On or after 20/08/1986 see section 3a of the application form.	
- Born Overseas – Must provide your Australian citizenship certificate.	
c. <b>Proof of Name Change:</b> I have checked the <a href="#">APO website (Names and name change)</a> and I have all of the original documents required to change my name, gender or other.	
<b>4. Approved ID documents</b> – I can bring <b>one</b> document from <b>each</b> category listed below to my appointment. The documents must be valid and can be in either the old or new name.	
a. <b>Photo ID:</b> Foreign passport, Australian/foreign driver’s licence, residency permit.	
b. <b>Other ID:</b> Health insurance card, bank/credit card, Social Security card (AVS)	
c. <b>Proof of your current address:</b> one document showing your regular home address and not more than 6 months old (ex. utility bill, health/car insurance bill, medical bill, bank/credit card statement, telephone/Internet bill etc.)	
<b>5. PHOTOS:</b> I can bring <b>two identical</b> printed Australian standard passport photos that meet the requirements listed on the <a href="#">Australian Passport Office</a> website.	
a. My <b>guarantor</b> has correctly endorsed and signed the back of one photo “This is a true photo of YOUR FULL NAME”. There is no ink smudged on the second photo.	
b. My photos are protected in a separate envelope or plastic sleeve. <b>DO NOT attach</b> photos to the form which could damage them. We will attach them for you.	
c. Recommended - I have emailed a digital image (the <b>original JPEG digital image</b> only - scans of the photo are not accepted) to: <a href="mailto:Australian.consulate-geneva@dfat.gov.au">Australian.consulate-geneva@dfat.gov.au</a>	





<b>6. PAYMENT:</b> We accept payment by credit card only at the appointment (cash not accepted). You don't have a credit card – another person can complete the <a href="#">credit card authorisation form</a> for you.	
a. <b>Gratis or Replacement passport</b> (if applicable): Visit the <a href="#">APO website (Replacement passport)</a> for detailed information and requirements.	
<b>7. RETURN ENVELOPE:</b> I will bring a stamped self-addressed return envelope. Ordinary stamps to a value of <b>CHF6.80</b> . We <b>do not</b> accept registered 'R' stamps with bar codes. Passports can only be mailed to a Swiss address (friend, family, work).	
a. Or - I prefer to <b>collect my new passport in-person</b> when it is ready. You will be notified by email and must make an appointment to collect.	
<b>IMPORTANT: If you did not tick YES to all points 1 to 7 then carefully check your application and documents or start again. Incomplete applications will not be accepted, and a new appointment will have to be scheduled.</b>	
<b>8. Are you replacing a lost, stolen, seriously damaged passport?</b> If yes, you must complete the <a href="#">B11 – General declaration form</a> to explain in detail how the passport was lost, stolen, damaged.	
<b>9. TRAVEL:</b> I have upcoming travel planned - From: _____ To: _____ Please print and include a copy of your itinerary.	
<b>10. Do you intend to use your current passport for upcoming travel?</b>	
a. <b>I intend to use my current valid passport for my upcoming travel.</b> Your current/expiring passport will remain valid for use/travel (check with airlines/transit countries for requirements including expiry dates) while the new passport is being processed.	
b. <b>I do not intend to travel</b> but would like my current passport to remain valid while the new one is being processed.	
<b>11. Are you travelling within the next 4 weeks?</b> If yes, you may need an <a href="#">emergency passport</a> . Please call or email us before your appointment to discuss your options - <a href="mailto:Australian.consulate-geneva@dfat.gov.au">Australian.consulate-geneva@dfat.gov.au</a>	

## ADDITIONAL INFORMATION

### **BIRTH CERTIFICATE:**

I can't locate my original birth certificate.

- Born in Australia – Visit the [Registry of Births, Deaths and Marriages \(RBDM\)](#) website in the state where you were born for information on how to apply for a replacement birth certificate.
- Born overseas - Contact the Civil Office where your birth was registered for information on how to apply for a new international birth certificate.

### **CITIZENSHIP CERTIFICATE:**

I can't locate my original Australian citizenship certificate.

- Visit the [Department of Home Affairs](#) website for information on how to apply for a replacement citizenship certificate or a certificate in your new name.

### **TRANSLATIONS OF FOREIGN ISSUED DOCUMENTS:**

All foreign issued documents must be the international version showing English otherwise an official sworn English translation of all pages must also be provided. 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.





### **GUARANTOR REQUIREMENTS:**

A guarantor must sign section 11 of the application form. The guarantor must also endorse the back of one passport photo by writing 'This is a true photo of [YOUR FULL NAME]' and signing in **black** pen.

### **You should ensure that your guarantor meets the below criteria:**

- ✓ Is aged 18 years or older.
- ✓ Has known you for a minimum of 1 year.
- ✓ Cannot be related in any way to you, or in a de facto relationship with you, or living at the same address as you.
- ✓ Meets the guarantor qualifications below (either 1 or 2).

### **Guarantor qualifications you can choose from:**

1. Australian citizen who currently holds a valid Australian passport

**OR**

2. Foreign national (not Australian) who is currently employed in one of the below occupations/professions:

- ❖ 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, 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 passport applications form to complete and sign, together with one of your passport photos, for them to endorse and sign the back of the photo. 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 the documents from your guarantor by email. They must send the originals back to you before you lodge your passport application.

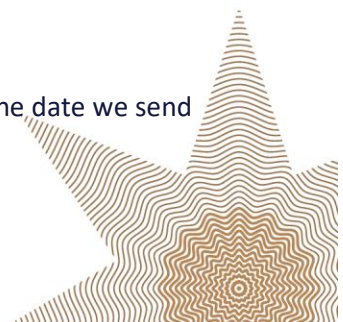
### **PASSPORT PROCESSING TIMES:**

You should allow a minimum of 6 weeks to receive your new passport after you lodge the application.

To minimise processing times, make sure your application includes everything we need - All sections of the application form are fully and correctly completed, dated and signed.

Check the APO website for [current passport processing timeframes](#)

If applicable - Your **current/expiring passport** will be automatically cancelled 30 days from the date we send you the new passport. You will receive an email notification.





<b>Mark items to charge:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Passport Application & Overseas Processing Surcharge Fees	Postage Fee Registered Mail or Moon Express (if required)	Emergency Passport Fee (if eligible)	Notarial or Consular Fee
<b>Card Holder's Name:</b>	I, _____ WRITE NAME ABOVE  - authorise the Australian Consulate-General Geneva to charge my credit card for the items marked above. I understand that <b>all fees are charged in AUD</b> and are subject to exchange rates and any overseas transaction fees. I understand that my card will be charged the fees applicable on the day the payment is processed.  - authorise the Australian Consulate-General Geneva to charge my credit card for the amount in postage should my documents be returned due to an incomplete application or missing information.			
<b>Signature:</b>			<b>Date:</b>	

Passport and Notarial fees can be found at: [FEES - Passport and Notarial Services \(mission.gov.au\)](http://FEES - Passport and Notarial Services (mission.gov.au)).

**CREDIT CARD DETAILS**

<b>Type of card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard (No other credit cards accepted)
<b>Card Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Expiry Date:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
<b>CCV/Security Code:</b> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Name on credit card:</b>
<b>Billing address:</b>
<b>Street/No:</b> _____
<b>City:</b> _____ <b>Post Code:</b> _____
<b>Phone:</b> _____
<b>Email:</b> _____

