



ADULT RENEWAL - PC7 - Application Checklist

USE THIS FORM IF YOUR MOST RECENT PASSPORT:

- was issued when you were aged 16 or older
- was issued on or after 1 January 2006
- had, when it was issued, at least two years' validity
- has your current name, date of birth, place of birth and gender, and
- has not been reported lost, stolen, or cancelled or
- you are replacing due to full visa pages or minor damage (the replacement passport will be issued with the same expiry date as the current passport - contact us for information)

CHECKLIST - DOCUMENTS REQUIRED

You must bring the items below to your passport appointment: ✓

- Your completed **PC7 Application Form** (1-page form).
- Your most recent **Australian passport**.
- Two (2) compliant passport photos**, less than six months old. **Do not** attach the photos. We will attach the photos at the appointment.
- Return envelope and stamps**. Bring a self-addressed return envelope (C5 size) and stamps to the value of CHF6.30 or you can pay the registered postage fee (CHF6.00) at the appointment. One stamped envelope is required for each passport application. Passports can only be mailed within Switzerland.
- Visa, MasterCard or EC/Maestro** card for payment of the passport and postage fees. We do not accept bank transfer, cash, Post Finance debit and all other credit cards. [Passport FEES](#)

PREPARE FOR YOUR INTERVIEW

- ✓ Application **form is sized and 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**.
- ✓ No alterations or whiteout on your signature and date.
- ✓ **Photos are checked for size and quality**. Two identical, good quality, colour glossy prints that are printed at the highest resolution, less than six months old, produced using dye sublimation, not from an inkjet printer. Where possible we recommend providing a digital photo to accompany your application. You can email this to us before your appointment. Check [APO Photo Guidelines](#) for more information.
- ✓ Your full name is printed on the back of one photo (take care to not get ink on the front of the other photo).
- ✓ You have **booked an appointment**. See our website for instructions on booking an appointment. [Passport Appointments](#)

More information on passports can be found at: [Australian Passport Office](#)