



## CHILD - PC8 - Application Checklist

### USE THIS FORM:

This form must be used for all child applications whether a first passport or renewal passport application.

### CHECKLIST - DOCUMENTS REQUIRED

Parents/legal guardians must bring **all** the items below to the passport appointment. All documents must be original. We do not accept copies of any kind.


- Your fully **completed PC8 Overseas Application Form** (5-page form, sections 1-18).
- Your most recent **Australian passport** (if you have one).
- Your original 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
- Your **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

**OR**

  - Born Overseas - Australian citizenship certificate or [Evidence of Australian citizenship](#)
- If the child's name has changed, an approved name change document. See the 'Name Change' flyer for further information.
- If your child was adopted, born as a result of surrogacy, has one parent only on the birth certificate, or you are unable to obtain the consent of all parties with parental responsibility, you may need to provide supplementary information and/or all court orders issued in relation to the child.
- Valid photo ID for the lodging parents** (passport, driving license, residency permit).
- Proof of address for the lodging parent** – this should be the regular home address and not more than 6 months old. You can choose from:
  - Utility or phone bill
  - Bank or credit card statement
  - Health insurance or medical bill
  - Motor vehicle registration or insurance
  - Property lease agreement
- Name change documentation for the parents** - if the current name(s) of either parent(s) differs from the parent(s) name on the child's birth certificate (e.g., a marriage certificate, name change certificate or divorce decree). (Some birth certificates show only the maiden name of the mother, so a marriage certificate is often required to show the link if the mother is now using a married name or reverted back to their maiden name).
- Two (2) compliant passport photos**, one of which has been endorsed and signed by your guarantor and that is 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**


### **Completing the Application Form**

- ✓ **Ensure all supporting documents are original** (photocopies and notarised copies are not accepted).
- ✓ 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.
- ✓ Approved **translations for all documents** that are not in English plus foreign language document.
- ✓ Approved name change documents if your child's name is changing.
- ✓ **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.
- ✓ You have **booked an appointment**. See our website for instructions on booking an appointment. [Passport Appointments](#)

### **Parental Consent**

- ✓ **Section 12** - Child's name exactly matches the name in Section 2 (including middle names).
- ✓ **Section 13A and 14A** - shows parents' names exactly as they appear on your child's birth certificate.
- ✓ **Section 13B and 14B** - shows parents' current names. If they differ, make sure you bring evidence of name change (marriage certificate, name change certificate, divorce decree or court order). This section cannot be left blank.
- ✓ **Section 15 – Ensure both parents have signed Section 15 in front of a witness** who does not live with either parent and who is not related to the family by birth/marriage/de facto. Parents can use different witnesses to each other or the same. Section 15 must be **signed before your interview as passport staff cannot witness your signatures**.
- ✓ The witness must then sign, add their name and a contact phone number after the parent signs their consent. Check that the bottom of the form is not cut off.
- ✓ Witness **agrees to be contacted by phone** during normal business hours.
- ✓ Check that all **required sections (11-15 & 17-18) of the form are correctly signed and dated**.
- ✓ **Children 10 years or older have signed at Section 18** - signature must be completely inside the box. Not touching any words or lines around the box.
- ✓ **Section 17** - One parent has completed Section 17 on behalf of the child.
- ✓ No alterations or whiteout on the parents' signatures or dates in Section 15 and 17.
- ✓ Dates in Section 15 and 17 are within six months of your date of interview.

### **Guarantor/Referee**

- ✓ Guarantor has properly **completed, signed and dated Section 11**.
  - ✓ **No alterations** or whiteout on the guarantor's signature or date.
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- ✓ Guarantor's **date is within six months** of your interview date.
- ✓ Guarantor **meets the criteria** and is not related to you or your family by birth/marriage/de facto 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 CHILD'S FULL NAME" and signed underneath.
- ✓ Guarantor **agrees to be contacted by phone** during normal business hours to confirm the applicant's identity.

## **ADDITIONAL INFORMATION**

### **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](http://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
- ✓ is willing and available to be phoned to discuss your application with us during normal business hours
- ✓ 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)

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- 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 by their current employer

**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](#)

