






## NAME CHANGE - PC8 - Application Checklist

### USE THIS FORM IF:


- You are changing or updating your name, date or birth, place of birth or gender on your passport

### CHECKLIST - DOCUMENTS REQUIRED





You 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
-  **Proof of Name Change** – for requirements, acceptable documents and detailed information on name change, please visit the Australian Passport Office website:  
<https://www.passports.gov.au/getting-passport-how-it-works/documents-you-need/names-and-name-change>
-  **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)
-  **Proof of your current residential address** – this should be your regular home address and not more than 6 months old. You can choose from:
  - Utility bill
  - Bank or credit card statement
  - Health insurance or medical bill
  - Motor vehicle registration or insurance
  - Property lease agreement
-  **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**

- ✓ **Ensure all supporting documents are original** (photocopies and notarised copies are not accepted).
- ✓ Ensure you have the **correct name change documentation to support the name change** in your passport.
- ✓ 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.
- ✓ Your **Guarantor meets the criteria** and is not related to you by birth/marriage or living at the same address. They can live in the same building but not the same apartment.
- ✓ **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.
- ✓ Guarantor **agrees to be contacted by phone** during normal business hours to confirm the applicant’s identity.
- ✓ **Signatures** at Section 17 and 18 are **completely inside the white boxes**.
- ✓ There are **no alterations**, tracing over or whiteout used on signatures and dates at Sections 11, 17 and 18.
- ✓ Sections 11 and 17 are **dated within six months** of your interview 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.
- ✓ You have **booked an appointment**. See our website for instructions on booking an appointment. [Passport Appointments](#)

## **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.

### **Name Change Documentation**

For information on how and where to apply for a name change certificate or revised birth certificate, please visit the website of Registry of Births, Deaths and Marriages (RBDM) in the state that you were born.



## 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)
- 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](#)

