




Child Application


DOCUMENTS REQUIRED

If you are lodging a child application using the form *Application for an Australian Passport Overseas (PC8 form)*, you must bring the items below to your passport interview. All documents must be original. We do not accept copies of any kind, including those made by Notaries Public and Justices of the Peace.

1. The fully **completed PC8 application form** (5-page form, sections 1-18). This form must be used for all child applications – new and renewal.
2. Your child's most recent **Australian passport** (if they have one).
3. **Birth Certificate:**
 - Australian birth certificate - Australian commemorative birth certificates are not accepted
 - Foreign birth certificate - International version showing English or foreign version and a sworn English translation.
4. **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)
 - Born Overseas - Australian citizenship certificate
5. If the child's name has changed, an approved name change document.
6. All court orders issued in relation to the child.
7. 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.
8. One piece of **valid government-issued photo ID for the lodging parent** (passport, driving license, residency permit).
9. **Proof of address for the lodging parent** – this should be the Swiss address (unless you are simply passing through as a tourist or live in a border country in which case use your regular Australian/overseas address). You can choose from:
 - Utility bill (no more than 6 months old)
 - Bank or credit card statement (no more than 6 months old)
 - Health insurance bill (no more than 6 months old)
 - Motor vehicle registration or insurance (no more than 6 months old)
 - Property lease agreement

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10. **Name change documentation for the parents** if the current name(s) differ from 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 the maiden name.
 11. **Two (2) compliant passport photos**, one endorsed by the guarantor, less than six months old. We will attach the photos for you.
 12. **Return envelope and stamps.** Ordinary stamps value of CHF6.30. (We **do not accept** the Swiss registered stamp with a barcode, only ordinary stamps). One stamped envelope required for each passport application.
 13. **Visa, MasterCard or EC/Maestro/bank debit** card for payment. (Post Finance debit and all other credit cards are not accepted).

USE THIS CHECKLIST TO PREPARE FOR YOUR INTERVIEW

- ✓ All **supporting documents are original** (photocopies and notarised copies are not accepted).
 - ✓ Application **form is sized/printed correctly** so nothing is cut off at the top or bottom of pages.
 - ✓ **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.
 - ✓ All **required sections (11-15 & 17-18) of the form are signed/dated**. Sign everything **before** your interview.
 - ✓ **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.
 - ✓ **Photos checked for size and quality**. Printed on a high standard printing paper (heavy weight, glossy paper). Use a magnifying glass to ensure they are not grainy, blurry, pixelated or striped. There should be no flash reflection on the face or shadows behind the head. See photo guidelines for more information.
 - ✓ You have **booked an appointment**. Walk-ins are not accepted.
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Guarantor

- ✓ Guarantor has properly completed Section 11.
- ✓ No alterations or whiteout on the guarantor's signature or date.
- ✓ 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.
- ✓ Guarantor has written on the back of one photo "This is a true photo of *YOUR CHILD's FULL NAME*" and signed underneath.
- ✓ Guarantor can be reached by phone during normal business hours.

Parental Consent

- ✓ Child's name in Section 12 exactly matches the name in Section 2 (including middle names).
 - ✓ Section 13A and 14A shows parents' names exactly as they appear on 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.)
 - ✓ Both parents have signed at Section 15. Section 15 must be signed **before** your interview as passport staff cannot witness your signature.
 - ✓ Section 15 signed in front of a witness who does not live with either parent and is not related to the family by birth/marriage/de facto. (Parents can use different witnesses to each other or the same. **Passport staff cannot witness signatures.**)
 - ✓ One parent has completed Section 17 on behalf of your 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.
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