



Mailed-In Child Renewal - Supporting Documents Checklist

To be eligible for a mailed-in child passport renewal application the child must be aged up to 15 years old and has held a previous passport.

This completed checklist **MUST** accompany **EACH** child application.

Name of Applicant: _____

1. **Complete your Australian Passport Application for Overseas Renewal PC8 form online** at the Australian Passport Office website [Online Passport Application](#):
 - carefully check all questions (and sections) of the application form are completed correctly
2. **Questions 1-10 (pages 1 and 2)**
 - original or copies of birth certificate and citizenship certificates are not required
 - your child's most recent passport (or a copy) is not required
 - check that you have included any letters on the citizenship certificate number on the application in section 3b
 - check all sections have been completed – no question can be left blank/unanswered
3. **Guarantor (Question 11 – page 3)**
 - refer to "Important Additional Information" below for more information on guarantors
 - a guarantor must complete this section ensuring no section is left blank
 - the guarantor must sign, date, include their daytime phone number and date of birth.
 - the guarantor must also endorse the back of one passport photo by writing 'This is a true photo of [the child's full name]' and signing in black ink.
4. **Parental Consent (Questions 12 -15 – page 4)**
 - q12 – applicant's (the child's) full name must be written here
 - q13A and B and q14A and B – both sections **MUST** be completed
 - if the current name of either parent has changed since the previous application a certified copy of parent ID, proof of address and documents explaining the change of name (ie a marriage or divorce certificate) MUST be included and a [B11 declaration form](#) explaining the reason for the name change (see Important Additional Information below for who can certify copies)**
 - q13C and q14C – must be completed
 - q15 – **BOTH** parents must read, sign and date the declaration **in the presence of** a suitable witness (an unrelated third party). The witness must then sign, write their full name and daytime phone number
 - more information on parental consent can be found at: [Parental responsibility and consent](#)
5. **Proof of identity – for BOTH parents (Australian and/or foreign parent)**
 - both parents **must provide a copy** of their valid ID (ie current passport – clearly showing the name, photo and signature of the parent)
 - both parents **must provide a copy** of their proof of residential address (recent, less than 6 months old) as shown on the application form (utility or phone bill/ bank or credit card statement/ health insurance or medical bill/ motor vehicle registration or insurance/property lease agreement)
 - all photocopies should be good quality (colour OR black & white accepted)
6. **Signatures (Question 17 and 18 - page 5)**
 - q17 – one parent **must** complete in full (sign, date, write their full name and tick parent 1 or 2 box)
 - q18 – all children aged 10 years or older must sign **inside** the white signature box using black ink. If the signature is outside the box, reprint the form and have the child re-sign

7. Print the PC8 application form:

- print the child renewal application on **plain white A4 paper**, using **black ink** only. Make sure the form has been printed in full and isn't cut off at the top or bottom of the page.
- more information can be found at: [printing your application form](#).

8. Two Australian standard passport photos:

- [Photo Requirements | Australian Passport Office](#)
- the back of one photo must be endorsed by the child's guarantor, writing 'This is a true photo of [the child's full name]' and signed in **black ink**.
- if available, email the digital image (tick only if yes) to: australian.consulate-geneva@dfat.gov.au
- please DO NOT attach the photos on the application – no paperclips, glue, staples or tape

9. Your completed credit card payment authorisation form:

- print, complete and sign the credit card authorisation form below this checklist (ensure all details are completed correctly)
- for current passport and postage fees: [FEES - Passport and Postage](#)

10. Return envelope and postage fee:

- include a self-addressed return envelope (C5 size) and add the registered postage fee (CHF6.00) on your credit card authorisation form (Passport fee + Postage fee). Passports can only be mailed within Switzerland, or you can arrange to collect your passport in person (by appointment only).

11. Your child's passport remains valid (unless it has expired) while the application is being processed and will be cancelled electronically 30 days after we have sent out the new passport.

12. Mailing in your Application:

- Send this completed checklist, your application form, your two new photos and completed credit card authorisation form in an A4 envelope (do not fold the application form) to:

Passports and Consular Section – Child Renewal
Australian Permanent Mission and Consulate-General, Geneva
PO Box 102, 1211 Geneva 19, Switzerland

- Incomplete applications will be returned to you unprocessed at your cost.**

PLEASE DO NOT:

- Hand deliver your application
- Fold your application – use an A4 envelope
- Use whiteout, staples, tape, glue or paperclips or anything else on any part of your mailed application, photos or supporting documents

IMPORTANT ADDITIONAL INFORMATION

Current Passport Processing Times:

- Passport processing timeframes are currently **6-8 weeks (not including transit and postage times)** – factor these timeframes into your travel plans.

Urgent Travel:

- **Contact us** - It may be possible to have an [Emergency passport](#) issued while the new passport is being processed. Emergency Passports have an additional fee and take 2 business days to process once the application is completed.
- Evidence of the urgency is required (i.e. confirmed travel bookings)

Certified Copies

The Australian Consulate-General in Geneva now accepts, if eligible, mailed-in applications for Child passport renewals. If there is any change in parental circumstance, such as a name change (see Step 4 on the **Mailed-In Child Renewal Checklist**) then certified copies of the documents and IDs will be required.

Who Can Certify Copies?

If certified copies are required for your mailed-in Child Renewal application **either** a Swiss notary OR a foreign national who is currently employed in one of the below guarantor occupation groups can certify copies of your documents and ID.

They should write on the photocopy; "This is a true copy of the original document presented to me", with their full name, occupation and the date signed.

Guarantor

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

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 (cannot certify copies)

OR

2. A non-Australian (foreign national) who is currently employed in one of these occupation groups (can certify copies):

- 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, Professors (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)
- Notary Public (Note: Cannot be a guarantor unless he/she also meets the above general criteria)

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

OFFICE USE ONLY

PPT & OPS	CHF
EY	CHF
POSTAGE	CHF
NOTARIAL	CHF
TOTAL	CHF

AUTHORISATION TO CHARGE CREDIT CARD

Mark items to charge:	<input type="checkbox"/> Passport Application & Overseas Processing Surcharge Fees	<input type="checkbox"/> Registered Mail Postage Fee/Moon Express (if required)	<input type="checkbox"/> Emergency Passport Fee (if eligible)	<input type="checkbox"/> Notarial or Consular Fee
Card Holder's Name:	I, _____ WRITE NAME ABOVE - authorise the Australian Consulate-General Geneva to charge my credit card for the items marked above. All fees are charged in CHF. I understand the fees may be adjusted on the first of each month for exchange rate fluctuations, and 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.			
Signature:			Date:	

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

CREDIT CARD DETAILS

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