



Australian Government

NAME CHANGE APPLICATION


USE THIS FORM IF:

You are changing or updating your name, sex/gender, date of birth or any other information on your passport.

DOCUMENTS REQUIRED

You must bring the items below to the 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. Your fully **completed PC8 application form** (5-page form, sections 1-18).
2. Your most recent **Australian passport** (if you have one).
3. **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
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. **Proof of name change** (see below)
6. **Approved ID Combination.** At least one from each category:
 - **Photo ID** – Foreign passport, driver's license or residence permit; AND
 - **Other ID** – Health insurance card, bank/credit card or Social Security card (AVS)
7. **Proof of your address** – this should be your 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
8. **Two (2) compliant passport photos**, one of which has been endorsed by your guarantor, less than six months old. We will attach the photos for you.
9. **Return envelope and stamps.** Ordinary stamps value of CHF6.30 (CHF5.30 + CHF1.00). For tracking reasons, we **do not accept** the Swiss pre-registered stamp with a barcode, only ordinary stamps. One stamped envelope is required for each passport application.
10. **Visa, MasterCard or EC/Maestro** card for payment. (Cash, Post Finance debit and all other credit cards are not accepted).

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- **Fee Waiver Due to Name Change:** Should you wish to replace your current passport due to a name change (this applies to persons who change their name due to entering or leaving a registered or de facto relationship or a result of transitioning to another gender), you may be eligible for a fee waiver when applying for a replacement passport. To qualify your current passport must be valid for a further two (2) years or more. Please note that the expiry date of the new passport will remain the same as your current passport.

USE THIS CHECKLIST TO PREPARE FOR YOUR INTERVIEW

- ✓ All **supporting documents are original** (photocopies and notarised copies not accepted).
- ✓ Application **form is sized/printed correctly** so nothing is cut off at the top or bottom of pages. Check your printer settings to *shrink to size* before printing.
- ✓ **Guarantor has properly completed and signed** Section 11 (including date of birth).
- ✓ **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 apartment.
- ✓ Guarantor has **written on the back of one photo** "This is a true photo of *YOUR FULL NAME*" and signed underneath.
- ✓ **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.
- ✓ Your **signatures** at Section 17 and 18 are **completely inside the boxes**. Not touching any words or lines around the signature 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, pixilated or striped. There should be no flash reflection on the face or shadows behind the head. See the photo guidelines flyer for more information.
- ✓ You have **booked an appointment**. Walk-ins are not accepted.


USEFUL INFORMATION TO PREPARE YOUR APPLICATION

Proof of Name Change:

Born in Australia

- Married in Australia: **Australian marriage certificate** issued by RBDM
- Married/Divorced Overseas: **Australian name change certificate** or revised birth certificate issued by RBDM and the **foreign marriage certificate/divorce papers**.

Born Overseas

- Married in Australia: **Australian marriage certificate** issued by RBDM
 - Married/Divorced Overseas: **Revised citizenship certificate** in the new name OR a **foreign marriage, divorce, name change, registered relationship certificate stamped with an Apostille**.
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Registry of Births, Deaths and Marriages (RBDM):

For information on how and where to apply for a name change certificate or revised birth certificate, please visit - <https://www.australia.gov.au/information-and-services/family-and-community/births-deaths-and-marriages-registries>

Apostilles:

An "Apostille" is a form of authentication issued (large stamp attached) to documents for use in countries that participate in *The Hague Convention of 1961*:

- **Swiss legalisation offices** for each Canton can be found on the Swiss Federal Chancellery website www.bk.admin.ch/dienstleistungen/legal/index.html?lang=en
- **Other countries** please contact the authorities where the certificate was issued for information or visit the HCCH website: www.hcch.net

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:

- Swiss Association of Sworn Translators - <http://www.astj.ch/en>
 - NAATI - www.naati.com.au
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