



## PC8 - NAME CHANGE APPLICATION

### USE THIS FORM IF:

- You are changing or updating your name, date or birth, place of birth or gender 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 Overseas 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  
**OR**
  - Born Overseas - Australian citizenship certificate
5. **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>
6. **Approved ID Combination. At least one from each category:**
  - **Photo ID** – Foreign passport, Australian/foreign 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 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
8. **Two (2) compliant passport photos**, one of which has been endorsed by your guarantor, less than six months old. Do not attach the photos as this might damage them. We will attach the photos for you.

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9. **Return envelope and stamps.** Please 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. If you are applying from a neighbouring country, you will be required to collect your new passport in person.**
  10. **Visa, MasterCard or EC/Maestro** card for payment unless you are eligible for the gratis replacement passport (for eligibility requirements please visit the Australian Passport Office website [Replacement passport | Australian Passport Office \(passports.gov.au\)](https://www.passports.gov.au)). We do not accept bank transfer, cash, Post Finance debit and all other credit cards.


## **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 – set 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.
- ✓ Guarantor **agrees to be contacted by phone** during normal business hours to confirm the applicant’s identity.
- ✓ **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**. They should not be touching any words or lines around the signature box.
- ✓ **Photos 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 digital format of photos to accompany your application. See the photo guidelines at [Photo guidelines | Australian Passport Office \(passports.gov.au\)](https://www.passports.gov.au) for more information.
- ✓ You have **booked an appointment**. See our website for instructions on booking an appointment. [Passport Services \(mission.gov.au\)](https://www.mission.gov.au)

## **USEFUL INFORMATION TO PREPARE YOUR APPLICATION**

### **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 the website of Registry of Births, Deaths and Marriages (RBDM) in the state that you were born.



## Citizenship Certificate:

Can't locate your original citizenship certificate or want to update to new name? For information on how and where to apply for a replacement certificate, please visit <https://immi.homeaffairs.gov.au/>

## Apostilles or Authentication:

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](http://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](http://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](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. He/she 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 and to discuss your application with us during normal business hours
- ✓ meets the guarantor qualifications below.

### Guarantor Qualifications

There are two types of guarantor 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.