



Australian Government

ORIGINAL DOCUMENTS LOCATED OVERSEAS

If your original documents are located in Australia or another country, you can have a friend or relative present them on your behalf instead of having the originals sent to you in Switzerland. The Passport Office accepts only original documents as part of a passport application or certified copies received via an accredited Passport Agent.

Original documents are overseas:

Contact your nearest overseas Australian Passport Office for information on how to lodge as some offices may require an appointment. To find your nearest Australian Passport Office please visit <https://www.dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas>

Original documents are in Australia, there are two options:

Australian Passport Office

Take the original documents to any Australian Passport Office and ask them to make certified copies be emailed to your lodging office in Switzerland. There is a Passport Office in each state capital. Call 131 232 in Australia for office details.

Australian accredited Post Office

Take the original documents to the accredited Passport Agent at an Australia Post Office. If choosing this option, your friend/relative must complete these steps:

1. Find the nearest accredited Australian Post Office that provides passport services and can accept your documents. Most locations require an appointment which can be made online www.auspost.com.au or by calling 137 678. Make sure to deal with the accredited Passport Agent at the Post Office, not a general post office employee.
2. Advise the Passport Agent that the documents are for a passport application that is being lodged in Geneva, Switzerland.
3. Ask the Passport Agent to copy the documents and stamp them with the passport stamp as a “true copy of an original” sighted by the Agent.
4. Ask the Passport Agent to email the stamped copies to the Passport Office in Geneva, Switzerland. The email must be sent directly from the accredited Passport Agent to our office, we cannot accept if sent by your friend/relative. Note: Australia Post charges a fee for this service.

After the documents are lodged:

Once your friend/relative lodges the documents on your behalf, you should email or call the Passport Office in Switzerland to find out if we have received your documents. You should do this before attending your interview in case there are any problems with the documentation received.