



## Mailed-In Streamlined Renewal - Checklist - Switzerland

If you are eligible to submit your passport renewal by mail, please use this checklist to prepare your application.

This completed checklist MUST accompany your application.

Name of Applicant: \_\_\_\_\_

1. **Complete your Australian Passport Application for Overseas Renewal PC7 form online** at the Australian Passport Office website [Online Passport Application](#) and check:
  - your current home address, contact phone number and email address is provided
  - your biodata details match your previous passport (name, date of birth, place of birth, sex - all bio details remain THE same)
  - the application form is valid (check the expiration/lodge by date at the top of the form)
  - your passport is not being replaced due to minor damage or full visa pages (appointment required)
  
2. **Print the PC7 application form** and check:
  - no parts of the form are cut off during printing (top and bottom of form - shrink to fit)
  - using a BLACK pen only, in Section 5, sign and date the application form – **your entire signature must be centred INSIDE the white box – see example below (this section must NOT contain any alterations or whiteout)**. If you sign incorrectly, reprint the form, and sign again.
  - the application must be signed and dated within the last 6 months
  
3. **Two Australian standard passport photos:**
  - ensure your photos meet the photo guidelines at: [Photo guidelines](#)
  - photos must have been taken within the last 6 months
  - FULL name PRINTED on the back of one photo (take care not to get ink on the photos)
  - email your digital image (tick only if yes) to: [australian.consulate-geneva@dfat.gov.au](mailto:australian.consulate-geneva@dfat.gov.au)
  - DO NOT stick the photos on the application (we will do that for you) – no paperclips, glue, staples or tape as this may damage the photos.
  
4. **Your completed credit card payment authorisation form:**
  - print, complete and sign the credit card authorisation form below on this checklist (ensure all details are completed correctly)
  - Mailed-in applications will be charged in Australian dollars (AUD) (subject to exchange rates and any overseas transaction fees). For current passport and postage fees: [FEES - Passport and Postage](#).**
  
5. **Return envelope and postage fee:**
  - Include a stamped (CHF 6.30) self-addressed return envelope (C5 size) - **Prepaid Registered mail stickers are not accepted**
  - Passports can only be mailed within Switzerland
  - Alternatively, you can collect your passport in person from the Consulate-General in Geneva.
  
6. **Please do not send us your current passport or a photocopy. It remains valid (unless it has expired) while the application is being processed and will be cancelled electronically 30 days after we have sent out your new passport.**
  
7. **TRAVEL:** If you have upcoming travel that is CONFIRMED, please provide dates



## Additional Important Information

### Signatures:

Sign and date the renewal form - ensure your signature is within the white box (if your signature extends outside of the white box or touches words around the box, try again using the white box on the right-hand side). If you sign incorrectly or outside of the box, reprint a new form, and sign again. See example below (this section must NOT contain any alterations or whiteout).

The image shows a portion of the Australian Passport Renewal Form. It includes a section for the applicant's declaration, a warning about false statements, and a signature box. Red arrows point to the signature box and a note that says "Applicant must write full name on back of one photo". The form also has an "OFFICE USE ONLY" section with various checkboxes and fields for the interviewer's signature and date.

### 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 – Streamlined 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 or photos

### Current Passport Processing Times:

Please visit our website for current passport processing times [Passport Services \(mission.gov.au\)](https://www.passports.gov.au)

### Urgent Travel:

- **Contact us** - It may be possible to have an [Emergency passport](https://www.passports.gov.au) 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)
- **More information** on passports can be found at: [Australian Passport Office](https://www.passports.gov.au)



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"/> Postage: Registered or 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 <b>AUD</b> . 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). **Mailed-in applications will be charged in Australian dollars (AUD) (subject to exchange rates and any overseas transaction fees).**

### 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry Date:	<input type="text"/> <input type="text"/> / <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: _____			