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.

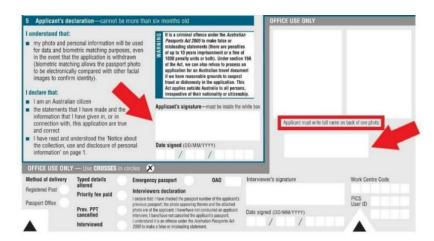
This completed checklist MUST accompany your application.

		Name of Applicant:
1.	Co	mplete your Australian Passport Application for Overseas Renewal PC7 form online at the
		stralian 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.	Pri	nt 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.
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
		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.	Retur	n 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.	expi	use do not send us your current passport or a photocopy. It remains valid (unless it has ired) while the application is being processed and will be cancelled electronically 30 days rewe have sent out your new passport.
7.	TRAVE	EL: 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).



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)

Urgent Travel:

- → Contact us It may be possible to have an <u>Emergency passport</u> 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

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

AUTHORISATION TO CHARGE CREDIT CARD							
Mark items to charge:	Passport Application & Overseas Processing Surcharge Fees	Postage: Registered or Moon Express (if required)	Emergency Passport Fee (if eligible)	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 AUD. 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:				
charged in	s can be found at: FEES - Pass Australian dollars (AUD) (su CRE	bject to exchange rates ar	nd any overseas transaction	= =			
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oe of card: Visa MasterCard (No other credit cards accepted)							
d Number:							
Expiry Date:							
CCV/Security Code:							
Name on credit card:							
Billing address:							
Street/No:							
City: Post Code:							
Phone: Email:							