



Applying by post - Child Renewal Application (PC8) Cover Sheet

Complete your application barcode number:	1	1	1										
You must be able to answer YES to the following:												YES	
The child is aged 15 years or younger AND has previously held an Australian passport.													
1a. APPLICATION FORM: I have included my completed PC8 application form from www.passports.gov.au													
b. The form is A4 sized and not cut off at the bottom of the pages (<i>please compare to the online form</i>). The barcodes in the top right corners of each page have printed correctly.													
c. The details in section 2 match those on the previous passport, including place of birth.													
d. The address provided in section 8 is the child’s residential address. The passport will be mailed to this address. Section 7 is completed with the lodging parent’s correct contact details.													
d. One parent has signed, dated, printed their full current name, and selected the appropriate parent box in section 17.													
e. If the child is <u>ten years or over</u> , they have signed in one of the boxes in section 18, <u>within</u> the white box in <u>black ballpoint</u> pen. Signature does not touch the box border.													
OR: If the child is <u>under</u> ten years old, one parent has crossed the small box on the right in section 18.													
2a. PARENT CONSENT (PAGE FOUR): All section are completed, including parents’ <u>current</u> names are written in sections <u>13B</u> and <u>14B</u> . These <u>match</u> the names on the photocopies of parents’ ID documents provided (<i>see below</i>)													
b. Both parents have signed/dated section 15 in black ballpoint pen. The witness is not related (by birth or marriage) to or residing with the child and/or parent.													
3a. PHOTOS: I have included two identical Australian standard passport photos, taken within the last six months. (<i>for guidance visit: www.passports.gov.au/getting-passport-how-it-works/photo-requirements</i>)													
b. The guarantor has endorsed the back of <u>one</u> photo in <u>black ballpoint</u> ink that “this is a true photo of [child’s name]” and signed underneath. There are no ink smudges on the second photo.													
c. I have left the photos loose in the envelope. (<i>Do not attach to the form</i>) I have also written “PC8” clearly on the front of the envelope.													
4. PAYMENT SLIP: I have completed the below payment slip in full.													
5a. ADDITIONAL DOCUMENTS: <u>Both</u> parents have provided a photocopy of government-issued photo ID <u>and</u> proof of address. These do not need to be certified.													
b. If the current name of either parent differs from that on the birth certificate, I have provided a <u>certified copy</u> of evidence of the name change (e.g. marriage certificate) as per guidelines at: www.gov.uk/certifying-a-document													
c. If you need to apply for an emergency passport, please provide a printed copy of your booked travel itinerary (<i>for eligibility and requirements, please visit http://uk.embassy.gov.au/lhlh/EmergencyPassports.html</i>)													
IMPORTANT: Do NOT send your current passport or any other original documents with your application.													

OVERSEAS Passport Application

12 Applicants aged under 18 and have never been married—the applicant's name must be repeated here so that each parent can identify the child for whom they are giving consent

Applicant's full name—to appear on the passport (as written in section 2 of this form)

Family name: _____ 15

Given names: _____

13 Parent 1—family name written at 13A **MUST be COPIED from the child's birth certificate**

A Parent 1's name as shown on child's birth certificate

Family name: _____ 16A

Given names: _____

Child's full birth certificate must be presented at interview.

B Parent 1's current name

If this name differs from the name shown on the child's birth certificate refer to 'Providing parental consent for a child applicant' on page 3 or visit www.passports.gov.au for details. If consent cannot be provided, contact the Australian diplomatic mission or consulate for advice.

Family name: _____ 17

Given names: _____

Residential address: _____

Town/city: _____

Country: _____

Postal/zip code: _____ Daytime phone number (include area code): _____

C Have you ever held an Australian passport? No Yes Number (if known, include letters)

14 Parent 2—family name written at 14A **MUST be COPIED from the child's birth certificate**

A Parent 2's name as shown on child's birth certificate

Family name: _____ 16B

Given names: _____

Child's full birth certificate must be presented at interview.

B Parent 2's current name

If this name differs from the name shown on the child's birth certificate refer to 'Providing parental consent for a child applicant' on page 3 or visit www.passports.gov.au for details. If consent cannot be provided, contact the Australian diplomatic mission or consulate for advice.

Family name: _____ 18

Given names: _____

Residential address: _____

Town/city: _____

Country: _____

Postal/zip code: _____ Daytime phone number (include area code): _____

C Have you ever held an Australian passport? No Yes Number (if known, include letters)

15 Declaration and consent

	Parent 1 (named in section 13 above)	Parent 2 (named in section 14 above)
I consent to the child named in section 12 having an Australian travel document.	Parent 1's signature: _____	Parent 2's signature: _____
I declare that:	Sign DECLARATION inside this box	Sign DECLARATION inside this box
<ul style="list-style-type: none"> all Australian court orders, if any, in relation to the child have been provided all persons with parental responsibility for the child have provided their consent or, where this has not occurred, a statement under the Australian Passports Act 2005 has been provided I have read and understood the 'Notice about the collection, use and disclosure of personal information' in the explanatory notes I signed this declaration in front of a witness who is not related to the child by birth or marriage, and who is not in a de facto or registered relationship with any person having parental responsibility for the child, nor living at the same address. 	Date signed: DD / MM / YYYY	Date signed: / /
	Witnessed by (must be 15 years of age or over)	Witnessed by (must be 15 years of age or over)
	Witness signature inside this box	Witness signature inside this box
	Name (witness): _____	Name (witness): _____
	Daytime phone (witness): _____	Daytime phone (witness): _____

Make sure that all fields on the consent page (page four) are completed. This includes sections 13B and 14B (outlined in red below) which are often missed. Please ensure that these fields are completed even if parent's names are unaltered from the names on the child's birth certificate. The names stated in 13B and 14B should match those on the photocopies of parents' ID documents.

or parent of child applicant) must read and sign the declaration and affix photos

I understand that:

- the applicant's photo and personal information will be used for data and biometric matching purposes, even in the event that the application is withdrawn (biometric matching allows the passport photo to be electronically compared with other facial images to confirm identity)

I declare that:

- the applicant is an Australian citizen
- the statements that I have made and the information that I have given in, or in connection with, this application are true and correct
- I have read and understand the 'Notice about the collection, use and disclosure of personal information' in the explanatory notes (see page 4).

Signature of applicant (or parent of child applicant)— must be inside the white box

- If you are 18 years of age or over (or have been married) you must sign the declaration here
- If you are under 18 years of age, a parent or other person with parental responsibility must sign here

Full name

C _____

D Applicant Parent 1 Parent 2 Other person with parental responsibility for the applicant

E _____

OR If applicant is under 10 years of age, or is unable to sign, place an 'X' in the box at the right **G**

F _____

ES in circles

ion 2: 2+B **Combination 3: 3:C** (including name & current address + photo & signature)

Ensure that the declaration on page five (section 17) is completed in full. One parent needs to sign (box A), date their signature (B), print their full name (C), and select the correct box in area D.


If the child is ten years or older, they must sign **within** box E in **black** pen. This signature will appear in the passport. If the child signs outside the white box, they can sign again in box F.

OR
If the child is under ten, please put a cross in box G.

For current passport fees please visit: <https://uk.embassy.gov.au/lh1h/PassportFees.html>

Payment Authorisation

Using block letters, please complete all sections and return with your application

Card number (16/18 digits):	
Name on card:	
Expiry Date: /	Security Code: 
Signature:	Billing address:
Please tick one option: <input type="checkbox"/> Ordinary <input type="checkbox"/> Emergency <input type="checkbox"/> Ordinary AND Emergency	
<i>For official use only</i>	Total:

PLEASE NOTE: Mailed in applications will be charged in Australian dollars (AUD) and subject to exchange rates and any overseas transaction fees.

For passport photo guidelines: <https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines>

IMPORTANT

Please check that your photos meet the standards before you lodge your application. Many clients have their photos taken too far from the camera – your head should take up between 32mm and 36mm of the photo so you may need to stand closer to the camera. Your application will be returned unprocessed if the photos are not acceptable and this will delay the processing and involve added expense. The notes on the application form give examples that we do not accept.