Use this form if:
- you are an Australian citizen, and
- you are 18 years of age or over

If you are under 18 years of age, you must use the Application for an Australian Passport: Child form, which includes parental consent. Parental consent is required for all applicants under 18 years of age (unless they are currently or have been previously married).

If you are renewing your Australian adult passport — visit our website to see if you are eligible to use the streamlined renewal process. If you qualify, you can complete and print the one-page renewal form. Contact the Australian Passport Information Service (APIS) if you need help.

Processing time for your passport: Please allow for a turnaround time of approximately three weeks. If you have an urgent need to travel, visit our website or contact APIS for details about our Priority Processing Service.

Your checklist

The following things will help you complete the form and minimise our requests for further information:

Completing your form

☐ Use BLACK INK and print within the boxes in BLOCK LETTERS

☐ If you are not required to give information in some parts of the form, leave the boxes blank—do not mark or cross them out.

☐ Choose an appropriate guarantor to endorse your photo and complete section 11 of the form. See page 3 for more details.

Lodging your form

☐ Lodge your application form and all supporting documents in person at a participating Australia Post outlet.

☐ Contact Australia Post to find your nearest outlet and make an appointment if required. If you are applying for a diplomatic or official passport, contact APIS.

Bring to your passport interview

☐ Your completed form.

☐ The application fee. Contact APIS or visit our website for details of the current fee and acceptable methods of payment.

☐ Your current or most recent Australian passport if you have one.

☐ Documents that prove your Australian citizenship and your identity (see page 2).

☐ Name change documents, if applicable (see page 3).

☐ Two new colour photos, with one endorsed by your guarantor (see page 3).

Supporting documents

☐ You must provide original supporting documents (not certified copies). All certificates must be legible.

☐ You must provide approved English translations for any foreign language documents that support your application. Visit our website for details.
What citizenship and identity documents will you need to provide with your application?

1. **You must bring your Australian passport (if you have one)**

   - Your current or most recent Australian passport *(if you have one)*.

   Your passport will be cancelled at your appointment. If the passport contains valid visas that you wish to continue using, contact the foreign embassy/consulate that issued them.

2. **You must provide original documents to confirm your Australian citizenship**

   - A full Australian birth certificate *(extracts and commemorative certificates are not acceptable)*
   - OR
   - Australian citizenship certificate *(or an extract from the register of citizenship by descent or the register of Australian births abroad)*

   - If you were born in Australia on or after 20 August 1986, proof of citizenship—either your own Australian passport (issued on or after 1 January 2000 with at least two years validity), or one of the following documents to prove that one of your parents was an Australian citizen at the time of your birth: one parent’s full Australian birth certificate; one parent’s Australian passport (issued on or after 20 August 1986, before your birth and with at least two years validity); or one parent’s Australian citizenship certificate (your parent must have acquired citizenship before your birth).

   **NOTE:** If your parent was born in Australia on or after 20 August 1986, or held permanent residency status at the time of your birth, you will need to provide additional citizenship evidence. Visit [www.passports.gov.au](http://www.passports.gov.au) for more information.

   If you need further information on Australian citizenship, visit [www.citizenship.gov.au](http://www.citizenship.gov.au) or phone 131 880.

3. **You must provide additional proof of your identity**

   You must also provide one of the following three combinations of original documents to support your identity:

   **Combination 1**
   - One document from Category A, and
   - One document from Category B

   **NOTE:** If neither of these documents show your current address, you will also need to provide one document from Category C that shows your current address.

   **Combination 2** *(if you cannot provide combination 1)*
   - Two documents from Category B, and
   - One official document that includes your photo

   **NOTE:** If none of these documents show your current address, you will also need to provide one document from Category C that shows your current address.

   **Combination 3** *(if you cannot provide combination 1 or combination 2)*
   - At least three documents from Category C that show your name and current address, and
   - One official document that includes your photo and signature.

   **NOTE:** If using Combination 3 to confirm your identity, your application will take longer to process and you will not be eligible to use the Priority Processing Service.

   - Motor vehicle registration or insurance papers
   - Property rates notice
   - Property lease agreement
   - Home insurance papers
   - Utility bills
   - Bank statements
Your guarantor must:

- be an Australian citizen who is 18 years of age or over
- not be related to you by birth or marriage
- not be in a de facto or registered relationship with you (this includes a same sex relationship)
- not live at your address
- have known you for at least 12 months
- either: A. possess a current (unexpired) Australian passport, issued with at least two years validity or B. have been on the Commonwealth electoral roll at their current address for a minimum of 12 months
- be able to endorse the back of one photo as shown
- agree to be contacted by an Australian Passport Office representative to confirm your identity.

If you have changed your name, additional documents may be required.

If the name to appear in your passport is different (or anglicised) from the name on your birth certificate or citizenship certificate you must provide original documents to support your new name. Acceptable documents include:

- revised Australian birth, change of name, marriage or registered relationship certificate that has been issued by an Australian Registry of Births, Deaths and Marriages (RBDM)
- revised Australian citizenship certificate
- most recent passport issued on or after 20 August 1986 with at least two years validity, if the name has not been replaced with another name registered with an Australian RBDM or stated on an Australian citizenship certificate
- foreign marriage or name change certificates are accepted to support a name change only if you are unable to obtain name change documentation from an Australian RBDM.

If you have resumed the use of a previous name you must bring documents that explain your resumed name (e.g. divorce, marriage, birth, citizenship certificate). You may be able to use this name as long as you have not formally renounced its use and no other name change has occurred.

If you have changed your name more than once, include the most recent name change on the form and provide all original documents that explain all name changes you have had since birth or since obtaining Australian citizenship.

If the name change is due to marriage, divorce or death of a spouse, entering or ceasing to be in a registered or de facto relationship, or transitioning to another gender, and your passport has at least two years validity at the time of application, your replacement passport may be issued free of charge with the same expiry date as the passport being replaced (a priority processing fee may still apply).

All documents must be original. Foreign documentation must be legalised and where applicable, translated. If there is no legalisation process or system for registering a name change in your country of residence, contact APIS.

Providing two identical photos of yourself

**Photo size:**

- Width: 35mm–40mm
- Height: 45mm–50mm

- The chin to crown measurement must be between 32mm and 36mm (the crown is where the top of the head/skull would be if it was visible).

**Note:** Due to security printing requirements, images reproduced in passports will not be photographic quality and will appear different from the photos supplied.

**Your photos:**

You must provide two identical colour photos of yourself with your completed application form. One must be endorsed by your guarantor.

The photos must be less than six months old and meet Australian Passport Office standards. For full details of our standards visit our website or refer to our ‘General photo guidelines’ brochure, available online or through APIS.

Photos that do not meet our requirements will be rejected and this will delay the issue of your passport.

You will need a guarantor to endorse your photo and complete part of the form

**Your guarantor must:**

- be an Australian citizen who is 18 years of age or over
- not be related to you by birth or marriage
- not be in a de facto or registered relationship with you (this includes a same sex relationship)
- not live at your address
- have known you for at least 12 months
- either: A. possess a current (unexpired) Australian passport, issued with at least two years validity or B. have been on the Commonwealth electoral roll at their current address for a minimum of 12 months
- be able to endorse the back of one photo as shown
- agree to be contacted by an Australian Passport Office representative to confirm your identity.

**Reverse of one photo:**

Guarantor must endorse photo:

This is a true photo of

JANE ANN CITIZEN
(full name of applicant)

J Smith
(signature of guarantor)

Please check that the guarantor you choose can fulfill all of these requirements before they sign your photo. If the person you choose does not meet all the requirements, you will have to supply new photos and information from another guarantor.

**Note:** The guarantor’s declaration must be less than six months old at the time the application is lodged.
Online form PC1_0717
Refund of application fee

The application fee is only refundable in exceptional circumstances. A decision not to issue a passport or travel-related document is generally not considered to be an exceptional circumstance.

A decision not to refund an application fee is a reviewable decision under section 48(j) of the Australian Passports Act 2005. For further information on how to apply for a refund or seek a review of a decision, visit our website or contact APIS.

Lost and stolen travel documents

Lost or stolen travel documents provide criminals with the opportunity to assume another identity, to carry out criminal activity in another name and to travel illegally. In addition to protecting your identity, you are required by law to report the loss or theft of your travel document as soon as possible. To report the loss or theft of your travel document, visit our website or contact APIS.

A travel document is only officially considered lost or stolen after the loss or theft has been reported to a passport office.

Australian travel documents reported lost or stolen are permanently cancelled and are no longer valid for travel. Repeated loss or theft of your Australian travel documents may affect the maximum validity of your new document. Visit our website for more information.

Where this application form is being used to apply for a new travel document because a previous document has been lost or stolen, you must complete section 10 of this form. This section requests information on the circumstances of the loss or theft and the number of Australian travel documents you have lost or had stolen in the past five years. You must also provide written details of the circumstances of each loss or theft on a B11—General Declaration form, available on our website or through APIS.

If you were issued an emergency passport following the loss or theft of your previous document, you must complete section 10 and present the emergency passport at interview—or it may also be considered as lost or stolen. If you report your travel document as lost or stolen, but you subsequently find your document and can present it before or when you lodge this application, or if you can demonstrate that there were exceptional circumstances, we will take this into account in determining the maximum validity of your new document. In all cases, the normal application fee will apply.

It is a criminal offence under the Australian Passports Act 2005 to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units or both). The Australian Passports Act 2005 also provides penalties for those who do not report the loss or theft of their Australian travel document as soon as possible.

Practice signature box

You must sign the declaration at section 13. Your signature must be inside the white box and will appear in the passport.

Signing the form

The Australian Passports Act 2005 authorises the Australian Passport Office of the Department of Foreign Affairs and Trade to collect the personal information provided with your application for an Australian passport, including supporting documents and photos, to determine your eligibility. Without this information we are unable to process the application.

We may also collect personal information from third parties such as law enforcement or security agencies where the third parties provide us with information which is relevant to your application for a passport.

We may disclose your personal information for the provision of consular services and to other entities or individuals specified in the Australian Passports Act 2005, such as:

- the immigration department; civil registries; and licensing authorities that can verify information and assist in establishing your identity and eligibility
- Interpol and its member countries; other countries with which we have an agreement for purposes such as advising about the status of a passport; law enforcement authorities; to Australian border authorities to facilitate international travel; and law courts for the operation of family law and related matters.

We are authorised by law to disclose your personal information to foreign border authorities:

- if we suspect there is unlawful activity relating to the passport
- for law enforcement purposes
- in countries with which Australia participates in the Regional Movement Alert System.

We may also use your current and past information for testing, training and research purposes (contact APIS if you object).

For information on how to access or correct personal information and how to complain about a breach of privacy, refer to the ‘Protecting your privacy’ brochure, available on our website or through APIS.

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