



## Australian Passport Adult Simplified Renewal (PC7) Checklist for Mailed-In Applications

<b>NAME OF APPLICANT:</b>	
<b>You must be able to tick YES to all points 1 to 5 before mailing us your application</b>	<input checked="" type="checkbox"/>
<b>1. INSTRUCTIONS:</b> I have read the application and printing instructions on the <a href="#">Embassy website</a> .	<input type="checkbox"/>
<b>2. APPLICATION FORM:</b> I have correctly completed and printed my <a href="#">Renewal Passport Application form</a> online	<input type="checkbox"/>
a. My form is printed <b>ONE-SIDED</b> and <b>not cut off</b> at the top/bottom of the page as per the image. The barcode in the top right corner has printed correctly.	<input type="checkbox"/>
b. I have signed <b>inside</b> the signature box using <b>black</b> ink as per the image.	<input type="checkbox"/>
<b>3. PHOTOS:</b> I have included <b>two identical</b> passport photos that meet the requirements listed on the <a href="#">Australian Passport Office</a> website.	<input type="checkbox"/>
a. I have written my full name on the back of one photo using <b>black</b> ink. There is no ink smudged on the second photo. A guarantor for your application and photos is not required	<input type="checkbox"/>
b. My photos are protected in a separate envelope or plastic sleeve. <b>DO NOT attach</b> your photos to the form which could damage them. We will attach them for you.	<input type="checkbox"/>
c. Recommended - I have emailed a digital image (the <b>original JPEG digital image</b> only - scans of the photo are not accepted) to: <a href="mailto:consular.berlin@dfat.gov.au">consular.berlin@dfat.gov.au</a>	<input type="checkbox"/>
<b>4. PAYMENT:</b> I have included the completed and signed credit card authorisation form. If you don't have a credit card another person can complete the credit card authorisation form.	<input type="checkbox"/>
<b>5. COVER SHEET:</b> I have printed and am including this completed checklist.	<input type="checkbox"/>
<b>IMPORTANT: If you did not tick YES to all points 1 to 5 then carefully check your application or start again. Incomplete applications will be returned to you unprocessed.</b>	

<b>6. Please advise of any travel that may impact the receipt of your new passport by registered mail:</b>
Travel date from _____ to: _____

<b>7. Passport Collection:</b> If you prefer to collect your passport rather than having it sent to your address, please tick this box and postage will not be charged. Passports <b>must</b> be collected within 30 days of notification that the passport has arrived in Berlin.	<input type="checkbox"/>
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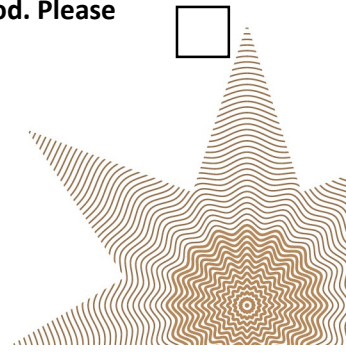


<b>Mark items to charge:</b>	<input type="checkbox"/> Passport Application, overseas processing surcharge and postage	<input type="checkbox"/> Notarial fee and postage
<b>Card Holder's Name:</b>	I, _____, WRITE NAME ABOVE  - authorise the Australian Embassy Berlin to charge my credit card for the items marked above. I understand that <b>all fees are charged in AUD</b> and are subject to exchange rates and any overseas transaction fees. I understand that my card will be charged the fees applicable on the day the payment is processed. Passport and Notarial fees can be found at: <a href="https://germany.embassy.gov.au/beln/Fees.html">https://germany.embassy.gov.au/beln/Fees.html</a> .	
<b>Signature:</b>		<b>Date:</b>

### CREDIT CARD DETAILS

<b>Type of card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard (No other credit cards accepted)
<b>Card Number:</b> <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"/> <b>Expiry Date:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>CCV/Security Code:</b> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Name on credit card:</b>
<b>Billing address:</b>  <b>Street/No:</b> _____  <b>City:</b> _____ <b>Post Code:</b> _____  <b>Phone:</b> _____ <b>Email:</b> _____

If you do not have a credit card, and you do not know anyone who can pay with their credit card on your behalf, please tick this box and we will contact you by email with an alternative payment method. Please note that this will increase the application processing time by up to two weeks.





## ADDITIONAL INFORMATION

**SIGNATURE:** Sign and date the application form using **BLACK** ink - ensure your signature is within the white signature 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) **or reprint a new form (one-sided)** and sign again. **IMPORTANT** - This is the signature that will show in your new passport.

See example below (this section must NOT contain any alterations or whiteout).

The image shows a portion of the Australian passport application form. The left section is titled '5 Applicant's declaration—cannot be more than six months old'. It contains sections for 'I understand that:', 'I declare that:', and a 'WARNING' box. The 'I declare that:' section includes checkboxes for 'I am 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', and 'I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 1.'. Below this is a 'Date signed (DD/MM/YYYY)' field. A red arrow points to the 'Applicant's signature—must be inside the white box' area. The right section is titled 'OFFICE USE ONLY' and contains fields for 'Interviewer's signature', 'Work Centre Code', 'PICS User ID', and 'Date signed (DD/MM/YYYY)'. A red arrow points to a note that says 'Applicant must write full name on back of one photo.'

### **WHERE TO SEND AND WHAT TO INCLUDE:**

Send your completed and signed application form, two photos, the credit card authorisation form, and this completed checklist to:

Australian Embassy Berlin  
Passport Office  
Wallstraße 76-79  
10179 Berlin

### **PLEASE DO NOT:**

- Print double-sided or the top/bottom of the form is missing or cut off.
- Use whiteout, staples, tape, glue or paperclips or anything else on any part of your mailed-in application or photos.

### **APPLICATION PROCESSING TIMES:**

Check our website for [current passport processing timeframes](#). To minimise processing times, make sure your application includes everything we need.

If applicable - Your **current/expiring passport** will be automatically cancelled 30 days from the date we send you the new passport. You will receive an email notification.

The new passport will be sent to the address provided on the application form by registered mail.

