



## New Passport Application (PC8 Form)

**Your application must be lodged in person in Berlin or Frankfurt by appointment only. You must book the appointment on our website: [https://germany.embassy.gov.au/beln/Appointment\\_booking.html](https://germany.embassy.gov.au/beln/Appointment_booking.html)**

If you do not meet the requirements for a renewal application, you must fill in a new application form (PC8) and provide the following supporting documents. All documents must be original. Certified copies will not be accepted.

- Proof of citizenship:
  - Born in Australia:**
    - A. Full Australian birth certificate (Australian birth extracts & commemorative certificates are not accepted)
    - B. If you were **born in Australia on or after 02.08.1986**, you are required to show proof that you are an Australian citizen or that one of your parents was either an Australian citizen or permanent resident at the time of your birth (section 3 on the PC8 form)
  - Born overseas:** Australian citizenship certificate and foreign birth certificate (an International version is required otherwise an official certified English translation must be provided)
- Proof of ID documents **for applicants age 18 and over** – one document from each category, A, B and C:
  - A. Valid photo ID (foreign passport, driver's license or residence permit)
  - B. Valid other ID (health insurance card, credit card, bank card or Social Security card)
  - C. Proof of residential address – residency permit, utility bill or bank statement
- Expiring/expired passport (this will be returned during your appointment)
- Two compliant passport photos - The guarantor must correctly endorse & sign the back of one photo. Please do not attach the photos with paperclips, tape or glue. Leave them loose and we will attach them. For more information please visit: <https://www.passports.gov.au/Web/Requirements/Photos.aspx>
- Proof of name change if applicable
- ID and proof of address of lodging parent for child applications. Children under the age of 16 do not need to attend the interview
- Completed B11 form if passport is lost/stolen (can be completed at time of appointment)
- Passport fee payable in Euro by debit or credit card only. A postage fee applies if you wish your passport to be sent to you by registered mail.

### **Please check the following before lodging your application:**

- Was the form completed using **ONLY BLACK** pen/ink?
- Did you supply only **ORIGINAL** documents?
- Did you check your **PHOTOS** for size and quality?
- Did the **GUARANTOR** complete section 11 and correctly endorse "This is a true photo of applicant's full name" and sign the back of one **PHOTO**?

### **Processing Time:**

Processing will only commence once we have received the **COMPLETE** application form and supporting documents, including correct photos and payment. You should normally allow up to three weeks to receive a new passport. **Incomplete applications will be rejected.**

All documents must be original. Certified copies will not be accepted.

**Proof of Name Change - Marriage:**

- Born and Married in Australia - **Marriage certificate** issued by the Register of Births Deaths and Marriages (for RBDM offices in Australia see below).
- Born Overseas and Married in Australia - **Marriage certificate** issued by the Register of Births Deaths and Marriages (for RBDM offices in Australia see below).
- Born in Australia and Married Overseas - **Name change certificate or revised birth certificate** issued by the Register of Births Deaths and Marriages (for RBDM offices in Australia see below) and the **foreign marriage certificate**. The foreign marriage certificate will need to be the International version otherwise an official certified English translation is required.
- Born and Married Overseas - **Foreign marriage certificate** stamped with an **Apostille**. The marriage certificate will need to be the International version otherwise an official certified English translation is required.

**Proof of Name Change - Divorce:**

- Born and Married in Australia - **Name change certificate** issued by the Register of Births Deaths and Marriages (for RBDM offices in Australia see below).
- Born in Australia and Married Overseas - **Name change certificate or revised birth certificate** issued by the Register of Births Deaths and Marriages (for RBDM offices in Australia see below) and the **divorce papers**. If the documents are in a foreign language then an official certified English translation of all pages is required.
- Born and Married Overseas - **Divorce papers** stamped with an **Apostille**. If the documents are in a foreign language then an official certified English translation of all pages is required.

**Other Information:**

- [Register of Births Deaths and Marriages \(RBDM\) offices in Australia may be found here.](#)
- Certified translation services can be found in Germany on [www.bdue.de](http://www.bdue.de).

**Fee Waiver Due to Name Change:**

Should you wish to replace your current passport due to a name change (this applies to persons who change their name due to entering or leaving a registered or de facto relationship or a result of transitioning to another gender), you will be eligible for a fee waiver when applying for a replacement passport. Your current passport must be valid for a further two years to qualify and the **expiry date** of the new passport issued will remain the same as your current passport.