**Australian Passport Child Renewal (PC8) Checklist for**

**Mailed-In Applications**

Use this checklist for the renewal of a passport for a child up to the age of 15 years. All other child passport applications must be lodged in-person

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| **NAME OF CHILD APPLICANT:** | |
| **You must be able to tick YES to all points 1 to 6 before sending us your child’s renewal passport application by mail.** | **Checkmark with solid fill** |
| 1. **INSTRUCTIONS**: I have read the application and printing instructions on the [Embassy website](https://germany.embassy.gov.au/beln/applications_by_post.html). |  |
| 1. **APPLICATION FORM**: I have correctly completed and printed my child’s [Overseas Passport Application form](https://www.passports.gov.au/apply-or-renew) online at the APO website. |  |
| * 1. My child’s form is printed correctly and **not cut off** at the top/bottom of the page (compare with image on the screen). The barcode in the top right corner of each page has printed correctly. When printing you may need to fit to page or shrink to size. |  |
| * 1. **The guarantor** has correctly completed and signed Section 11. |  |
| * 1. I have completed in full **section 12, 13a-b-c and 14a-b-c. No section can be left blank.** |  |
| * 1. Both parents have given consent and completed **sections 12, 13 and 14**. They have signed **section 15** in front of a qualified witness (see instructions on application form) |  |
| * 1. I have completed and signed **section 17**. My child aged 10-15 years has **signed section 18** inside the white signature box using **black** ink. My child’s signature **does not touch** the box border or words around the box. Your child’s signature will show in the new passport. |  |
| 1. **PHOTO ID FOR BOTH PARENTS** – I have included a good quality copy of **both** **parents’ valid photo ID** (Australian/foreign - passport, driver’s license, or residency permit). |  |
| 1. **PROOF OF ADDRESS FOR BOTH PARENTS** – I have includeda documentfor **both** parents which shows their current home address. |  |
| 1. **PHOTOS**: I have included **two identical** printed Australian standard passport photos of my child that meet the requirements listed on the [Australian Passport Office](https://www.passports.gov.au/getting-passport-how-it-works/photo-requirements) website. |  |
| * 1. The guarantor has **correctly endorsed and signed** the back of one photo “This is a true photo of *CHILD’S FULL NAME*” using **black** ink. There is no ink smudged on the second photo. |  |
| * 1. My child’s photos are protected in a separate envelope or plastic sleeve. **DO NOT attach** the photos to the form which could damage them. We will attach them for you. |  |
| 1. **PAYMENT**: I have included the completed and signed credit card authorisation. If you don’t have a credit card, another person can complete the credit card authorisation form for you to send with your child’s application. |  |
| **IMPORTANT: If you did not tick YES to all points 1 to 6 then carefully check your application and documents or start again. Incomplete applications will not be accepted, and the application will be returned unprocessed.** | |
| 1. **Please advise of any travel that may impact the receipt of your new passport by registered mail:**  Travel from to: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mark items to charge:** | Passport Application, overseas processing surcharge and postage | Notarial fee and postage | |
| **Card Holder’s**  **Name:** | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  WRITE NAME ABOVE  - authorise the Australian Embassy Berlin to charge my credit card for the items marked above. I understand that **all fees are charged in AUD** 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. | | |
| **Signature:** |  | | **Date:** |

Passport and Notarial fees can be found at: <https://germany.embassy.gov.au/beln/Fees.html>.

**CREDIT CARD DETAILS**

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| **Type of card: Visa MasterCard** (No other credit cards accepted) |
| **Card Number:**  **Expiry Date:**  **CCV/Security Code:** |
| **Name on credit card:** |
| **Billing address:**  **Street/No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Post Code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.**