

How do I apply FOR MY PASSPORT BY POST?

IF YOU ARE ELIGIBLE FOR A **PC7 RENEWAL** AND WANT TO APPLY BY POST
PLEASE FOLLOW THE STEPS BELOW:

1. CHECK IF
YOU ARE
ELIGIBLE TO
APPLY BY
POST

2. COMPLETE
THE PC7
RENEWAL FORM
ONLINE,
PRINT & SIGN IT

3. CHECK
"MOST
COMMON
ERRORS" LIST

4. GET TWO
IDENTICAL
PASSPORT PHOTOS,
WRITE YOUR NAME
ON THE BACK OF
ONE OF THEM

5. SEND THE
FORM & PHOTOS
TO THE
EMBASSY'S
PASSPORT SECTION

6. RECEIVE AN
INVOICE BY E-MAIL
& PAY THE
PASSPORT FEE
ONLINE

7. RECEIVE A
RECEIPT FOR
YOUR PAYMENT
BY E-MAIL

8. YOUR PASSPORT
WILL NOW BE
PROCESSED
(TURNAROUND TIMES
ARE SUBJECT TO
CHANGE)

9. RECEIVE YOUR
NEW PASSPORT BY
REGISTERED POST
(YOUR OLD ONE WILL
BE CANCELLED
ELECTRONICALLY)



ELIGIBILITY & REQUIRED DOCUMENTS

Ø HOW DO I KNOW IF I AM ELIGIBLE TO APPLY BY POST?

To be eligible for a renewal by post, you must be at least 18 years old. Your most recent/current passport must meet the following criteria:

- It was issued when you were aged 16 or older
- It was issued on or after 1 January 2006
- It had at least two years' validity
- It has not been reported lost, stolen, or cancelled
- You don't intend to change any details (e.g. name, DOB, gender)

If you don't meet these criteria, you'll need to book an appointment to lodge your application in person using the PC8 application form.

Ø WHAT DO I NEED TO SEND IN?

If you are eligible to send your passport application by post, please send:

- completed PC7 application form
 - 2 photos that comply with the photo guidelines (see website)
- Please **DO NOT** send any cash as the passport fee can only be paid through the electronic invoice sent to you by email **after** your application has been received at the Embassy!

MOST COMMON ERRORS

Ø WHAT ARE THE MOST COMMON ERRORS IN MAILED-IN APPLICATIONS?

- you are not eligible to apply by post (please see 'eligibility')
- you didn't sign using a **black** pen
- the signature **exceeds** the borders of the box
- you signed more than 6 months ago
- the signature was done electronically (please sign manually) or altered (e.g. using white-out)
- you forgot to write your name on the back of one photo
- the address on the application form is not a German address (passports can only be sent out within Germany)
- no e-mail address has been given (the electronic invoice for the fee will be sent to this address)
- the photos don't comply with the photo guidelines (e.g. applicant wears glasses, the lighting is uneven, the photopaper isn't glossy, has scratches/ink marks etc.)
- the photos are attached to the form using sticky tape/staples (the officer will attach them)
- the photos were taken more than 6 months ago
- the barcode on the top right corner of the form hasn't been printed properly or the page is cut off on the bottom
- if you are over 75 years old, you didn't state if you want a **5-year senior** or **10-year normal** passport (a list of fees can be found on our website)
- you included cash for the passport fee (passport fees can **only** be paid through the electronic invoice sent by email)
- you send in your passport (current/expired passports **do not** have to be sent back to the Embassy, please just keep it at home!)
- you require an emergency passport (emergency passports can only be applied for in person)



CONTACT

Ø WHERE DO I SEND MY APPLICATION?

Please send your application to:

**Australian Embassy Berlin
Passport Office
Wallstr. 76-79 - 10179 Berlin**

Should you have questions regarding an existing application, please email: consular.berlin@dfat.gov.au.

We recommend sending the application by registered post to ensure that you receive a tracking number.

Please be advised that we will confirm the receipt of your application by sending you the electronic invoice by e-mail. This may take some days.