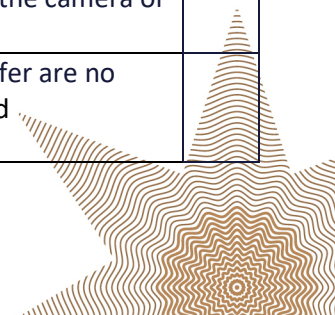




Australian Passport Application - Adult Checklist (In-Person)

Use this checklist if this is your first Australian passport, **OR** your most recent passport was issued before 01 January 2006, **OR** it was issued when you were 0-15 years old, **OR** you are replacing a passport that was lost, stolen, seriously damaged or an emergency passport. **You must lodge in-person.**

NAME OF APPLICANT:	
You must be able to tick YES to all points 1 to 7 before making an in-person appointment to lodge your passport application.	✓
1. INSTRUCTIONS: I have read the application form printing instructions on the Consulate website.	
2. APPLICATION FORM: I have correctly completed and printed my Overseas Passport Application form online at the APO website. 5-page form – you are not eligible for the simplified renewal process.	
a. My form is printed ONE-SIDED and not cut off at the top/bottom of the page (compare with the image on the screen). The barcode in the top right corner of each page has printed correctly.	
b. My guarantor has correctly completed their information and signed Section 11.	
c. I have signed sections 17 and 18 using black ink . My signature does not touch the box border or words around the signature box in section 18 . This signature will show in the new passport.	
3. ORIGINAL DOCUMENTS: I will bring ALL the below original documents to my appointment.	
a. Birth Certificate:	
- Born in Australia – Your Australian birth certificate. OR	
- Born overseas – Your foreign birth certificate (International version called ‘ <i>Extract</i> ’). All foreign-language document must be translated in full by an approved translation service.	
b. Proof of Citizenship:	
- Born in Australia – On or after 20/08/1986, see section 3a of the application form.	
- Born Overseas – Must provide your Australian citizenship certificate.	
4. Approved ID documents – I will bring one document from each category listed below to my appointment.	
a. Photo ID: Foreign passport, Australian or foreign driving licence, foreign residency permit.	
b. Other ID: Health insurance card, bank or credit card, Social Security card (AVS)	
c. Proof of your current home address: one document showing your regular home address and not more than 3 months old (e.g. utility bill, health insurance bill, car insurance bill, medical bill, bank or credit card statement, telephone bill etc.)	
5. PHOTOS: I will bring two identical printed Australian standard passport photos that meet the strict requirements listed on the Australian Passport Office website.	
a. My guarantor has correctly endorsed and signed the back of one photo “This is a true photo of YOUR FULL NAME ” using BLACK ink . There is no ink smudged on the second photo.	
b. My photos are protected in a separate envelope or plastic sleeve. DO NOT attach photos to the form which could damage them. We will attach them for you.	
c. Recommended - I have emailed the original (raw, unedited) JPEG digital image from the camera or photographer to: Australian.consulate-geneva@dfat.gov.au	
6. PAYMENT: We accept payment by credit card only at the appointment (cash and bank transfer are no longer accepted). You don’t have a credit card – another person can complete the credit card authorisation form for you to bring to the appointment. All fees are charged in AUD.	





7. RETURN ENVELOPE: I will bring a stamped self-addressed return envelope (size A5). Ordinary stamps to a value of CHF6.80 . We DO NOT accept the post office issued registered 'R' stamp with a tracking bar code. Passports can only be mailed to a Swiss address (friend, family, work).	
a. Or - I prefer to collect my new passport in-person, by appointment . You will be notified by email when the new passport is ready to make an appointment to collect.	
IMPORTANT: If you did not tick YES to all points 1 to 7 then carefully check your application and documents or start again. Incomplete applications will not be accepted, and a new appointment will have to be scheduled.	
8. Are you replacing a lost, stolen or seriously damaged passport? If yes, you must complete the B11 – General declaration form to explain in detail how the passport was lost, stolen or damaged.	
9. TRAVEL: I have upcoming travel planned - From: _____ To: _____ Please print and bring a copy of your itinerary.	
10. Do you intend to use your current Australian passport for the above planned travel?	
a. Yes - I intend to use my current valid Australian passport for my upcoming travel.	
b. No - I do not intend to travel but would like my passport to remain valid while the new one is being processed.	
11. Are you travelling within the next 6 weeks? If yes, you may need an emergency passport. Please call or email us before your appointment to discuss your options - Australian.consulate-geneva@dfat.gov.au	

BIRTH CERTIFICATE:

I can't locate my original birth certificate.

- **Born in Australia** – Visit the Registry of Births, Deaths and Marriages (RBDM) website in the state where you were born for information on how to apply for a replacement birth certificate.
- **Born overseas** - Contact the Civil Registry Office where your birth was registered for information on how to apply for a new international birth certificate (called 'Extract').

CITIZENSHIP CERTIFICATE:

I can't locate my original Australian citizenship certificate.

- Visit the **Department of Home Affairs** website for information on how to apply for a replacement citizenship certificate - <https://immi.homeaffairs.gov.au/citizenship/certificate>

TRANSLATIONS OF FOREIGN ISSUED DOCUMENTS:

All foreign issued documents must be the international version showing English otherwise an official sworn English translation of all pages must also be provided. In Switzerland, a new international certificate (called 'Extract') showing English can be ordered from the issuing civil registry office which is faster and less expensive than having the documents translated.

PASSPORT PROCESSING TIMES:

You should allow for a minimum of 6 weeks to receive your new passport after you lodge the application. To minimise processing times, make sure the application includes everything we need.

CURRENT / EXPIRING PASSPORT:

If applicable – Your current passport **will remain valid** for use/travel (check with the airlines and/or transit countries for requirements, including passport expiry dates) while the new passport is being processed. The old Australian travel document will **automatically cancel 30 days** after we have sent you the new passport or notified you to collect (you will receive an email notification when the new passport is activated).





GUARANTOR REQUIREMENTS

The guarantor must correctly complete and sign section 11 of the passport application form. The guarantor must also endorse the back of one printed passport photo by writing 'This is a true photo of [YOUR FULL NAME]' and signing using **black ink**.

You should ensure that your guarantor meets the below criteria:

- ✓ Is aged 18 years or older.
- ✓ Has known you for a minimum of 1 year.
- ✓ Cannot be related in any way to you, or in a de facto relationship with you, or living at the same address as you (not the same house or apartment – the same building is allowed).
- ✓ Meets the guarantor qualifications below (either 1 or 2).

Guarantor qualifications you can choose from:

1. **Australian citizen** who currently holds a valid Australian passport

OR

2. **Foreign national** (not Australian) who is currently employed in one of the below occupations/professions:

- ❖ Accountants (certified/registered)
- ❖ Bank Manager or Bank Director (of a department but not a bank employee/clerk)
- ❖ Professional Engineers (currently licensed)
- ❖ Judges, Barristers, Attorneys, Lawyers, Solicitors
- ❖ Registered Medical Practitioners – Doctors/GP, Psychiatrists, Dentists, Pharmacists
- ❖ Registered Nurses, Midwives, Chiropractors, Optometrists, Physiotherapists, Psychologists
- ❖ Registered Veterinary Surgeons
- ❖ Police Officers - with at least 5 years continuous service
- ❖ Ministers of Religion and Marriage Celebrants
- ❖ Teachers - who have been teaching for more than 5 years
- ❖ Public Servants/Local Government employees - who have been employed for at least 5 years

What if i can't find a guarantor in Switzerland?

Some applicants find it difficult to obtain a guarantor in Switzerland. Usually this is because they have recently relocated to Switzerland and do not know anyone here who has known them for longer than 12 months. If you are unable to obtain a guarantor in Switzerland, you should obtain a guarantor from a country where you previously lived (e.g., Australia).

You will need to send them Section 11 of the passport applications form to complete and sign, together with one of your passport photos, for them to endorse and sign the back of the photo. We recommend sending the guarantor a PDF of section 11 and a digital image by email to print. The digital image must be printed using a good quality photo paper and ink (do not print on normal paper).

Once they have signed the documents, they must send the originals back to you so that you can submit them when you lodge your application. We cannot accept the documents from your guarantor by email. They must send the originals back to you before you lodge your passport application.





Mark items to charge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Passport Application & Overseas Processing Surcharge Fees	Postage Fee Registered Mail or Moon Express (if required)	Emergency Passport Fee (if eligible)	Notarial or Consular Fee
Card Holder's Name:	I, _____ WRITE NAME ABOVE - authorise the Australian Consulate-General Geneva 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. - authorise the Australian Consulate-General Geneva to charge my credit card for the amount in postage should my documents be returned due to an incomplete application or missing information.			
Signature:			Date:	

Passport and Notarial fees can be found at: [FEES - Passport and Notarial Services \(mission.gov.au\)](http://FEES - Passport and Notarial Services (mission.gov.au)).

CREDIT CARD DETAILS

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

