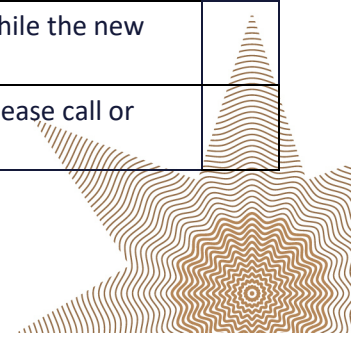




Australian Passport Application - Adult Renewal Checklist (Mailed-In)

Use this checklist if you are 18 years or older and your most recent passport meets the eligibility requirements listed on our website. All other passport applications must be lodged in-person (see adult in-person checklist).

NAME OF APPLICANT:	
You must be able to tick YES to all points 1 to 6 before sending us your passport application by mail/post.	✓
1. INSTRUCTIONS: I have read the application form printing instructions on the Consulate website.	
2. APPLICATION FORM: I have correctly completed and printed my Renewal Passport Application form online at the APO website - 1-page application form only. (5-page application forms must be lodged in-person).	
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 has printed correctly.	
b. I have carefully signed inside the signature box using BLACK INK . My signature DOES NOT TOUCH the box border or words around the box and the form has no corrections or alterations .	
3. PHOTOS: I have included two identical printed Australian standard passport photos that meet the strict requirements listed on the Australian Passport Office website.	
a. I have written my full name on the back of one printed photo using BLACK INK . There is no ink smudged on the second photo. (A guarantor is not required for your application and photos).	
b. My photos are protected in a separate envelope or plastic sleeve. DO NOT ATTACH your 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 photograph to: Australian.consulate-geneva@dfat.gov.au	
4. PAYMENT: I have included the completed and signed credit card authorisation form (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 send with your application. All fees are charged in AUD.	
5. RETURN ENVELOPE: I have included 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.	
6. COVER SHEET: I have printed and am including this completed checklist and credit card authorisation form.	
IMPORTANT: If you did not tick YES to all points 1 to 6 then carefully check your application or start again. Incomplete applications will be returned to you unprocessed or require a new in-person appointment.	
7. TRAVEL: I have upcoming travel planned - From: _____ To: _____ Please print and include a copy of your itinerary.	
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 current passport to remain valid while the new one is being processed.	
8. Are you travelling within the next 6 weeks? If yes, you may need an emergency passport. Please call or email us to discuss your options - Australian.consulate-geneva@dfat.gov.au	





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. On the left, under '5 Applicant's declaration', there is a 'I declare that:' section with three bullet points. A red arrow points to the 'Applicant's signature—must be inside the white box' label. Below this is a 'Date signed (DD/MM/YYYY)' field. To the right, under 'OFFICE USE ONLY', there is a note: 'Applicant must write full name on back of one photo' with a red arrow pointing to a box. At the bottom, there are various checkboxes for 'Method of delivery', 'Emergency passport', 'Interviewer's declaration', and 'PICS User ID'.

WHERE TO SEND AND WHAT TO INCLUDE:

Send your completed and signed application form, two printed photos, the credit card authorisation form, a stamped self-addressed return envelope (size A5) and this completed checklist in a large (size A4) envelope (**DO NOT** fold the application form) to:

**Australian Consulate General
 Passport Office – Adult passport renewal
 Chemin des Fins 2, CP 115
 1218 Le Grand-Sacconnex**

PLEASE DO NOT:

- Hand deliver your application.
- Print double-sided or the top/bottom of the form is missing or cut off.
- Fold your application - use an A4 envelope.
- Use whiteout, staples, tape, glue or paperclips or anything else on any part of your mailed-in application or photos.
- Send us your current/expiring/most recent passport.
- Send us your original birth/citizenship/marriage/name change certificates or copies.

PASSPORT PROCESSING TIMES:

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

CURRENT / EXPIRING PASSPORT:

If applicable – Your current passport **will remain valid** for use/travel (check with the airlines and transit countries for usage 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).





Mark items to charge:	<input type="checkbox"/> Passport Application & Overseas Processing Surcharge Fees	<input type="checkbox"/> Postage Fee Registered Mail or Moon Express (if required)	<input type="checkbox"/> Emergency Passport Fee (if eligible)	<input type="checkbox"/> 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://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"/> <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: _____			

