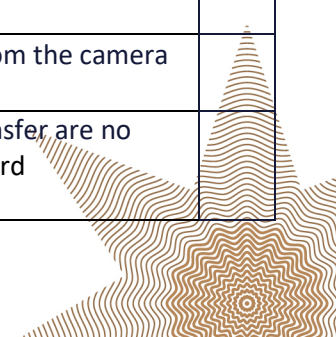




Australian Passport Application Name, Gender or Other Change Checklist (In-Person)

Use this checklist if you are changing your name due to a change in marital status, gender transition or personal preference. You must lodge in-person using the 5-page passport application form.

NAME OF APPLICANT:	
<p style="text-align: center;">You must be able to tick YES to all points 1 to 7 before making an in-person appointment to lodge your passport application.</p>	<input checked="" type="checkbox"/>
1. INSTRUCTIONS: I have read the application form printing instructions on the Consulate website.	<input type="checkbox"/>
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.	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>b. My guarantor has correctly completed and signed Section 11.</p>	<input type="checkbox"/>
<p>c. I have completed, dated and signed sections 17 and 18 using BLACK INK in my new name. 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.</p>	<input type="checkbox"/>
3. ORIGINAL DOCUMENTS: I will bring ALL the below original documents to my appointment.	<input type="checkbox"/>
<p>a. Birth Certificate:</p> <ul style="list-style-type: none"> - Born in Australia – Your Australian birth certificate. - Born overseas – Your foreign birth certificate (international version called ‘<i>Extract</i>’). All foreign-language documents must be translated in full by an approved translation service. 	<input type="checkbox"/>
<p>b. Proof of Citizenship:</p> <ul style="list-style-type: none"> - Born in Australia – On or after 20/08/1986, see section 3a of the application form. - Born Overseas – Must provide your Australian citizenship certificate. 	<input type="checkbox"/>
<p>c. Proof of Name Change: I have checked the APO website (Names and name change) and I have all the original documents required to change my name, gender or other.</p>	<input type="checkbox"/>
4. Approved ID documents – I will bring one document from each category listed below to my appointment. The documents must be valid and can be in either the old or new name.	<input type="checkbox"/>
<p>a. Photo ID: Foreign passport, Australian or foreign driving licence, residency permit.</p>	<input type="checkbox"/>
<p>b. Other ID: Health insurance card, bank or credit card, Social Security card (AVS)</p>	<input type="checkbox"/>
<p>c. Proof of your current address: one document showing your regular home address and not more than 3 months old (ex. utility bill, health or car insurance bill, medical bill, bank or credit card statement, telephone bill etc.)</p>	<input type="checkbox"/>
5. PHOTOS: I will bring two identical printed Australian standard passport photos that meet the strict requirements listed on the Australian Passport Office website.	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>c. Recommended - I have emailed the original (raw, unedited) JPEG digital image from the camera or photographer to: Australian.consulate-geneva@dfat.gov.au</p>	<input type="checkbox"/>
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.	<input type="checkbox"/>





a. Gratis or Replacement passport (if applicable): Visit the APO website (Replacement passport) for detailed information and requirements to see if you are eligible.	
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' stamps 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, seriously damaged passport? If yes, you must complete the B11 – General declaration form to explain in detail how the passport was lost, stolen, damaged.	
9. TRAVEL: I have upcoming travel planned - From: _____ To: _____ Please print and include a copy of your itinerary.	
10. Do you intend to use your current Australian passport for upcoming travel?	
a. Yes - I intend to use my current valid passport for my upcoming travel. 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.	
b. No - I do not intend to travel but would like my current 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	
a. Name in the Emergency passport. If you require an emergency passport to use for travel while the new passport is being processed it can only be issued in your old name, not the new name.	

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 or a certificate in your new name - <https://immi.homeaffairs.gov.au/citizenship/certificate>

NAME CHANGE DOCUMENTS / CERTIFICATES:

- **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 name change (or revised birth) certificate in your new name.
- **Born overseas** – All foreign name change documents must be legalised (see [Swiss legalisation offices by canton](#)) and be the international version (called 'Extract') otherwise an official sworn English translation of all pages must also be provided.

TRANSLATIONS OF FOREIGN ISSUED DOCUMENTS:

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





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 the application includes everything we need.

CURRENT 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"/> 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://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: _____

