



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

Use this checklist to renew by mail/post a child passport up to the age of 15 years. All other child passport applications must be lodged in-person (see child in-person checklist).

NAME OF CHILD APPLICANT:	
You must be able to tick YES to all points 1 to 8 before sending us your child's renewal passport application by mail. All in-person appointments – use the child all other in-person checklist.	✓
1. INSTRUCTIONS: I have read the application form printing instructions on the Consulate website.	
2. APPLICATION FORM: I have correctly completed and printed my child's Overseas Passport Application form online at the APO website.	
a. My child's form is printed ONE-SIDED 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.	
b. The guarantor has correctly completed and signed Section 11.	
c. I have completed ALL section 12, 13 (A-B-C) and 14 (A-B-C) . No sections can be left blank .	
d. Both parents have given consent and completed ALL sections 12, 13 and 14 . They have signed section 15 in front of a qualified witness (see the instructions on the application form).	
e. 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.	
3. ORIGINAL BIRTH & CITIZENSHIP CERTIFICATES AND CURRENT PASSPORT – We do not require that you send copies or originals of these certificates or the current/expiring passport.	
4. PHOTO ID FOR BOTH PARENTS – I have included a good quality copy of both parents' valid photo ID (Australian or foreign - passport, driving license, or residency permit). Must show the signature.	
5. PROOF OF ADDRESS FOR BOTH PARENTS – I have included a copy of one document for both parents which shows their current home address, not more than 3 months old (e.g., utility bill, health or car insurance bill, medical bill, bank or credit card statement, telephone bill).	
6. PHOTOS: I have included two identical printed Australian standard passport photos of my child that meet the strict requirements listed on the Australian Passport Office website.	
a. 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.	
b. 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.	
c. Recommended - I have emailed the original (raw, unedited) JPEG digital image from the camera or photographer to: Australian.consulate-geneva@dfat.gov.au	
7. 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 the application. All fees are charged in AUD.	
8. RETURN ENVELOPE: I have included a stamped self-addressed return envelope (size A5, one for each child). 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 the 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 8 then carefully check your application and documents or start again. Incomplete applications will not be accepted, and the application will be returned unprocessed.	



9. 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.	
10. PROOF OF PARENTS NAME CHANGE – (if applicable) If the current name of a parent has changed since your child’s previous passport application you must provide proof of the name change document (e.g., a marriage certificate, name change certificate or divorce decree). You can either send the original document which will be returned to you with the new passport, or the guarantor can certify a copy of the original name change document (all pages) which must be included with the application.	
11. TRAVEL: My child has upcoming travel planned - From: _____ To: _____ Please print and include a copy of the itinerary.	
12. Do you intend to use your child’s current Australian passport for upcoming travel?	
a. Yes - I intend to use my child’s current valid passport for upcoming travel. Your child’s 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 - My child will not be travelling in the next 6 weeks, but I would like my child’s current passport to remain valid while the new one is being processed.	
13. Is your travel within the next 6 weeks? If yes, you may need an emergency passport (must be lodged in-person). Please call or email us before mailing your child’s renewal application to discuss your options - Australian.consulate-geneva@dfat.gov.au	

WHERE TO SEND AND WHAT TO INCLUDE:

Send the completed and signed application form, two printed passport photos, the credit card authorisation form, copies of both parents’ valid photo ID and address proof, 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 – Child passport renewal
 Chemin des Fins 2, CP 115
 1218 Le Grand-Saconnex**

PLEASE DO NOT:

- Hand deliver your application.
- Print double-sided or the top/bottom of the form is missing or cut off.
- Fold your child’s application form - use an A4 envelope.
- Use whiteout, staples, tape, glue or paperclips or anything else on any part of the application or photos.
- Send us your child’s current/expired passport.
- Send us your child’s original birth/citizenship certificates or copies.

PASSPORT PROCESSING TIMES:

You should allow a minimum of 6 weeks to receive your child’s 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 child’s 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 your child’s 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 CHILD'S FULL NAME]' and signing using **black ink**.

You should ensure that your child's guarantor meets the below criteria:

- ✓ Is aged 18 years or older.
- ✓ Has known your child for a minimum of 1 year, or since birth for children under 12 months of age.
- ✓ Cannot be related in any way to the child or to a person who has parental responsibility for the child, or in a de facto relationship with the person who has parental responsibility or living at the same address as the child or a person with parental responsibility (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 (not expired).

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"/> <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: _____

